

## **Meeting Minutes**

Project: PIN 8780.44  
Hillsdale Hamlet Pedestrian Streetscape Enhancements  
Town of Hillsdale, Columbia County, New York

Attendees: Noel Harris, NYSDOT LPU Construction Manager  
Barbara Knisell, NYSDOT LPU  
Peter Tighe, NYSDOT Permits  
Joe Visconti, NYSDOT Permits  
Peter Cipkowski, Town of Hillsdale  
Robina Ward, Town of Hillsdale  
Lee Heim, Town of Hillsdale  
Tom Carty, Town of Hillsdale  
Richard Briggs, Town of Hillsdale  
Ed Snyder, GPI  
Elias Haddad, GPI  
Nick Duncan, Callanan Ind.  
Zachary Fane, Callanan Ind.  
Paul Conrad, Callanan Ind.  
Daniel Jasinski, Callanan Ind.

Date: Monday, April 3, 2017, 10:00 am

Location: Town of Hillsdale

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1. The meeting began with introductions by all attendees
  2. Noel then proceeded to go through various construction contract requirements. A summary of these items is as follows:
    - a. The EEO project goals of 6.9% female and 2.6% minority were discussed. Nick provided a copy of their AAP 35 showing the proposed workforce and that they will be meeting the project goals. It was noted there is no DBE goal for the project however the contractor is encouraged to use DBE subs when possible.
    - b. Noel noted the EBO template for the project needs to be provided. GPI explained this would be sent subsequent to the meeting. Once the project is active in EBO the contractor will be able to begin uploading all their information and GPI will begin reviewing and accepting the data.
    - c. Noel explained all payments must be made within EBO and the subs must acknowledge payment. All payments must be acknowledged within 7 days of payment.
    - d. EBO should be updated weekly. The Town is required to ensure the project goals are adhered to. GPI will review EBO periodically to ensure contractor compliance throughout the duration of the project.

- e. Nick provided a project schedule and walked everyone through the milestone dates. He noted the schedule is tentative and follows the allotted contract duration. He explained construction may go faster depending on weather and overall construction progress.
- f. The contract completion date is 105 days from contract start date; however the project must be completed no later than August 13, 2017.
- g. Noel discussed the use of subcontractors a little more in detail.
  - i. The prime must completed over 50% of the project
  - ii. Subcontractors must be approved in EBO before using them. Any work performed by non-approved subcontractors will not be reimbursed.
  - iii. There must be a written agreement in place between the prime and subcontractor. The same contract terms between the Town and the Prime should be used between for the subcontractors as well.
- h. Wage and Payrolls we discussed next. Noel explained certified payrolls must be submitted weekly by the prime and subs. Since the workforce will be small, wage rate interviews should be performed for all staff. Noel asked if the contractor would be applying for dispensation. Nick stated they would be applying to work overtime and submitted the dispensation to the Town for signature. The supervisor signed the dispensation for submission.
- i. The project bulletin board requirements were briefly discussed. The board should be explained where it is easily accessible to any employee. He/She should not have to ask to view any of the information, it should be displayed in a location where they can review freely. Noel requested the completed bulletin board checklist be e-mailed to him once the bulletin board is posted and reviewed for conformance.
- j. M&PT and safety was discussed next. The contractor stated they will be following the lane closure details that were included in the plan set. Sidewalks will be closed where construction is occurring and pedestrians will be directed to the other side of the street. The contractor's work force should be OSHA 10 certified.
- k. The contracts insurance requirements were discussed. All insurance should be in place and maintained throughout the duration of the contract.
- l. Noel asked if right of way was required. Ed noted all work will be done within the existing right of way.
- m. Noel discussed that any change orders for the project must be approved prior to the work being performed.
- n. Sanitation and buy America requirements were briefly discussed.
- o. Noel asked the contractor if they foresee any issues with the project at this point.
- p. Noel discussed the construction management plan(CMP) had indicated Robert Pardy as the EIC/RE. The CMP will need to be resubmitted indicating Elias Haddad as the EIC/RE. GPI stated they would revise and resubmit. Noel asked how GPI will be completing the testing. Ed stated GPI has certified testers on staff so he was unsure if this work would be kept in house or subcontracted with a firm like ATL.
- q. The highway work permit was discussed in great detail next. The following is a summary of the permit discussion:
  - i. The TMC must be contacted before any work is performed. Peter provided a list of additional people to contact prior to work.
  - ii. Peter noted utilities need to be painted out and Maureen Kuinlan needs to be contacted for this. The contractor explained they call digsafe for paint out. Peter

noted signals are typically not located by dig safe therefore Maureen needs to be contacted to accomplish this.

- iii. A copy of all inspection reports/diary entries along with project photos must be sent to Peter Tighe for their records. Peter will also need three sets of 11 x 17 As-Built Drawings.
- iv. For any lane restriction requiring a lane width less than 10 feet requires the submission of the HC-104 form.
- v. Peter requested Superpave mix be used for all asphalt. Ed noted the region approved the use of Item 608.020102 for the small quantity of asphalt that will be placed in front of the curb replacement areas.

**Please Sign In**

Name	Organization	Phone Number	Email Address
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