

**CITY OF KEY COLONY BEACH UTILITY BOARD
PRECONSTRUCTION MEETING
MINUTES**

**Wednesday, January 27, 2021 – 2:00 p.m.
Marble Hall**

Call to Order, Roll Call:

The meeting of the Utility Board was called to order at 2:00 p.m. by Board Chairman John Dalton. *Answering to roll call was:* John Dalton, Freddie Foster and Lin Walsh.

Excused: Steve Flood, Mike Alexander and Toni Appell

Absent: Tom DiFrancisco

Also Present: Jason Shepler of Mittauer and Associates, Utility Clerk Pat Hyland, Plant Operator Dave Evans, Public Works Supervisor Mike Guarino and Chris Nolan of Design Center. Public – 4

Contract sets and Construction sets were distributed to the City and to Chris Nolan of the Design Center. Mayor Sutton and Mike Guarino received a contract set and construction set for the City. Chairman John Dalton received a digital copy of the emailed packet. Chris Nolan is the Project Manager for Design Center. Jason Shepler will provide a letter to the City for the Notice to Proceed. The substantial completion date will be 30 days from February 1st. The final completion date will be 60 days from February 1st. Mr. Nolan will have his equipment brought to the retention pond site to start work on Monday, February 1st. Mike Guarino will take preconstruction pictures. Mr. Nolan stated the work should be completed in 3 weeks. One skid steer with tracks on it, one dump trailer and one F250 truck will be on site. Mr. Nolan stated if possible, a second skid steer might be brought to the site which would speed the work along. Mike Guarino and Chair John Dalton will monitor the work on an ongoing basis. Mr. Nolan will stop by twice each day to monitor the workers. A payment of 90% of the contract amount will be paid at substantial completion, with 10% to be kept as retainage to be paid out at time of final completion.

The meeting adjourned at 2:50 pm.

Respectfully Submitted by:

Pat Hyland

Pat Hyland, Utility Clerk

*** Note: A mechanical recording has been made of the meeting of which these minutes are a part, and a copy is on file in the office of the Utility Clerk, as a public record. ***