



Meeting Summary

To: Waterline Industries Corporation
Town of Deerfield
USDA-RD

From: DPC Engineering, LLC

Date/Time: July 5, 2023 at 1:00 p.m.

Dial-in Number: 916-235-1420
Participant PIN: 789150 #

Re: **Construction Progress Meeting #25
SDWWTF Phase 1 Upgrades Project
Town of Deerfield, MA**

Following is the agenda for the Progress Meeting #25 for Deerfield’s SDWWTF Phase 1 Upgrades Project. **Meeting Attendees are listed in the table below.**

Town	USDA-RD	Engineer	Contractor
Trevor McDaniel	Jordan Henault (phone)	Peter Thurber	Josh Duchesne
Eric Meals		Dave Prickett (phone)	
Gary Benoit		Justin Skelly (phone)	

1) Previous Month’s Activities

a) Headworks Building

- Miscellaneous wiring installations
- Grit Classifier startup
- Grit King Sump Pump installation

Waiting on additional parts from Pump Manufacturer to complete installation.

b) Process Building

- Miscellaneous wiring installations

c) Secondary Clarifier

- Leveling grout pour
- Installation of 6” C900 PVC plant water line

d) Aeration Basins

- Watertightness test of Basin No. 1
- Basin No. 2 wall extension
- Basin No. 2 wall extension concrete pour and subsequent form removal

e) Site

- Startup test of new generator
- Site grading and farmland restoration



- Installation of rip rap around flagpole
 - Temporary power shutdown and switchover to new transformer; permanent power restored
- f) Operations Building
- Modification of drainage for loading dock
 - Roof demo work in preparation for roof installation

DPC (Peter) summarized construction activities over the past month. No issues were raised.

2) Next Month's Activities

- a) Headworks Building
- Finish setting chlorine contact channel handrails
- b) Process Building
- Miscellaneous wiring installations
- c) Secondary Clarifier
- Minimal activities
- d) Aeration Basins
- Preparation for tank swap

It was agreed upon that two (2) aerators will be temporarily powered and be operational with use of individual timers that Operators can modify as needed. Town indicated no VFDs are required for the temporary setup. Tank swap is planned for week of 7/17/23.

- e) Site
- Install potable water lines
 - Set aerators/wire to SCADA panel/aerator startup
 - Prep site for paving
 - Install fencing
- f) Operations Building
- Roof insulation installation

Waterline (Josh) indicated that this work would be completed week of 7/10/23. Some discussion about water damage from recent rains, of which Eric had addressed. Waterline indicated they would be responsible for any fixes/cleanup required as a result of their work.

DPC (Peter) summarized planned future construction activities for the next month.

3) Schedule

- a) See attached 6-week look ahead for latest construction schedule and anticipated activities, submitted by Waterline on June 6, 2023.
- b) Substantial Completion, May 1, 2024, is 301 days away as of this meeting.
- c) Final Completion, May 31, 2024, is 331 days away as of this meeting.



4) Submittals

a) The following is a list of outstanding submittals as of June 30, 2023.

Spec Section	Submittal No.	Shop Drawing Description	Responsibility	Status
05500	03	North Tank Metals (CO #10)	DPC	Pending

5) Requests for Information (RFIs)

a) RFI #27 – Clarifier No. 2 Wall Width

Discussion occurred regarding drivers for this change to increase launder wall width to 12-inches thick. Waterline to prepare PCO for consideration.

6) Potential Change Orders (PCOs)

a) PCO #48 (Increase of \$16,607.00) – Replacement Weirs and Baffles **(existing clarifier)**

b) PCO #49 (Increase of \$10,850.00) – Fence Slats **(privacy/wind break on farm side)**

Discussion regarding potential new Owner-requested PCO for additional fencing and slats at Headworks Building. Town to confirm status of discussions and approved plan for moving forward. RFI #27 to become a new PCO.

7) Executed Change Orders (Total Contract DECREASE of \$25,008.11, not considering Change Orders No. 7 and No. 10)

a) CO #1 (Increase of \$16,745.67)

b) CO #2 (Increase of \$36,894.21)

c) CO #3 (Decrease of \$9,047.06)

d) CO #4 (Decrease of \$5,203.98)

e) CO #5 (Increase of \$8,702.25)

f) CO #6 (Increase of \$11,845.86)

g) CO #7 (Increase of \$3,928,823.50)

h) CO #8 (Increase of \$40,352.63)

i) CO #9 (Decrease of \$146,561.98)

j) CO #10 (Increase of \$2,376,857.53)

k) CO #11 (Increase of \$21,264.29) – *not fully-executed (awaiting USDA approval) – **USDA approved 7/5/23**



8) Progress Payments

- a) Pay Application No. 24 has been processed and paid.
- b) Pay Application No. 25 has been submitted – 80% Complete through 5/24/2023
DPC to complete review and notify Waterline by 7/6/23.

9) Coordination Issues

- a) Aeration tank swap (still planned for week of 7/17/23)
It was agreed upon to move forward with the approach of installing bypass pumping system to run aeration tank liquid through the new headworks systems. Vactor truck for bottom extent of debris/grit is included as part of the current Contract. DPC and Town to coordinate with Waterline during pumping operations to confirm whether material is processed on site or hauled off site. Waterline to provide updated PCO for processing.
- b) Existing trailer generator – Waterline to handle disassembly of exhaust piping, Town to get taken offsite.

10) Other Discussion Items

- a) Influent sampler to be installed per approved plans.
- b) Structural sub-consultant working on detail for structural members to pull stop gates to be provided to Waterline for PCO. Town (Eric) indicated that he does not need anything designed for lifting of gates in the Headworks, only the Aeration Tanks.
- c) With tank swap, Town (Eric) had question regarding needing ability to be able to waste from new clarifier, as well as which disinfection (existing versus new UV) should be utilized. DPC (Peter) to have follow-up discussion with Town and Waterline and provide email documenting decisions.
- d) Town (Trevor) asked Eric if he would like anything else modified or changed moving forward. Town (Eric) indicated he did not.

11) Action Items

Item No.	Responsibility	Item	Status
25-1	DPC	Review outstanding submittal and Pay Application No. 26	In-progress
25-2	Waterline	Provide updated and new PCOs based on meeting items	In-progress
25-3	DPC/Town/ Waterline	Continue to coordinate resolutions to outstanding operational questions regarding the aeration tank switchover	In-progress



12) Next Meeting

- a) Wednesday August 2, 2023 @ 1 p.m.
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