

# AGENDA

**SUBJECT:** WW System Improvements - Final Design Kickoff Meeting & Site Visit

**DATE & TIME:** July 9, 2020 – 10:00 AM (Kickoff), 12:00 PM (Site Visit)

**LOCATION:** Whitingham Town Offices, Jacksonville WWTF, Whitingham WWTF

**PREPARED BY:** Weston & Sampson Engineers (Shane M Mullen, PE)

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*Safety protocols in conformance with Weston & Sampson's COVID-19 policies will be in effect for this meeting. All attendees that wish to attend in person must wear a mask that covers the mouth and nose and safety glasses. A distance of at least six (6) feet must be maintained between all people. Provisions for making as much of this meeting available via teleconference can be accommodated. Due to poor cell reception, teleconferences for the WWTF site visits cannot be accommodated, but a video can be taken. please let us know by close of business on Wednesday, July 8 if you would like these options made available.*

**Purpose:**

- Review project scope & schedule
- Address Town questions/comments
- Jacksonville WWTF site visit
- Whitingham WWTF site visit

**General Topics:**

1. Attendance
2. Review project scope
3. Review project schedule
  - a. Environmental Review – July 15
    - i. Shoreline permitting
    - ii. Floodplain analysis
    - iii. Historical preservation commentary
  - b. 30% submittal – July 31
    - i. Basis of Final Design document
    - ii. Basic floor & site plans
    - iii. Specification listing

- c. 60% submittal – October 9
    - i. Progress set of drawings and specifications
    - ii. Permitting considerations
  - d. 90% submittal – November 13
    - i. 90% plans & specifications
    - ii. Preliminary Engineer’s Opinion of Probable Cost
  - e. 100% submittal – December 31
    - i. 100% plans & specifications
    - ii. Finalized Engineer’s Opinion of Probable Cost
- 4. Adjourn kickoff meetings
  - 5. Jacksonville site visit
  - 6. Whitingham site visit

**Notes**

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