

Town of Fine Waterfront Revitalization

Clifton/Fine Golf Course Improvements

Meeting Minutes 6/21/18

Attendees:

Carrie Tuttle, Chuck Hooven, Herb Snider, Pat MacKay, Dave Downey, Roger Folsom, Connie Snider, Cheryl Schuyler, Manasseh Burt

- 1) Review updated budget – M. Burt provided an update on the budget and noted that the cost of the materials for the new septic system was higher due to the size increase in the system necessary after meeting NYSDOH standards. Further discussion determined that the existing septic system would be retained for the current use and that there were additional facilities on the course. Both of these factors will decrease the size of the design and should yield no change in the project budget.
- 2) Contract Document Review – M. Burt reviewed front end of the contract documents. The committee agreed that the bids would be received by the Authority at the Warnick Pump Station. Bid dates will be determined based on the completion of the design drawings and technical specifications.
- 3) Design Drawing Review – M. Burt provided an overview of the design drawings. There were comments made about the gravity fed water supply lines and the need to drain and winterize all utilities. A note will be added to the drawings to address.
- 4) Review project schedule – M. Burt reviewed the project schedule and went over the details of how the schedule had changed. Everything is pushed back approximately 1 month due to the design drawing and technical specifications still being under way and the Haz. Material survey outstanding.
- 5) Define next steps -
  - The Authority will finalize the bid documents upon receiving the final design drawings, technical specifications, and Haz. Material Survey from GYMO.
  - The Authority will put the project out to bid to include sending the Ad for Bids to our local contractor list, listing the Ad for Bids with the NYS Contract Reporter and sending the Ad for Bids to the NNY Builders Exchange. The Town will be responsible for submitting the Ad for Bids to the Local paper for advertisement.
  - The Authority will schedule and provide a pre-bid walkthrough at the Golf Course (to be coordinated with golf course staff).
  - The Authority will receive and provide a recommendation of Award for the Bids.