

MEETING MINUTES

Project: Town of Cape Elizabeth Public Safety Communications Tower

Date/Time of Meeting: July 1, 2021, 11 A.M.

Location: Tower Site – 8 Dennison Drive

Attendees: Jay Reynolds, Town of Cape Elizabeth Public Works Director
Steve Harding, Town Engineer - Sebago Technics (Sebago)
Bill Jackson, East Coast Communications (ECC)
Jason Kennedy, East Coast Communications (ECC)

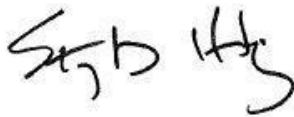
Discussion:

This progress meeting was held to discuss the status of the construction of the project. During the course of the meeting, the group discussed the following items:

1. **Construction Status** – The group reviewed the construction progress to date. The tower foundation has been backfilled with common borrow and MDOT Type D gravel. Erosion control mix spread has been spread on the compound sideslopes with the foundation underdrain in place. Concrete forms and rebar mats for the equipment shelter and generator pads are ready for a concrete pour tomorrow. Grounding wire has been installed in the compound area. Tower steel and the equipment shelter are scheduled to arrive during the week of July 12th. Tower erection and equipment shelter placement will occur that week with antennae installation following once the tower is erected.
2. **Submittals** – The generator and Automatic Transfer Switch (ATS) submittals have been processed. There is a lead time delay on the generator that pushes its delivery out to into September. Bill is pushing for a timelier delivery.
3. **Equipment Shelter** – Mark Davis has been working out-of-town. It is believed that the Etko shelter would be delivered during the week of July 12th after being misstated on the June 15th meeting minutes as “about August 2nd”. Steve to reach out to Mark for an update on the delivery.
4. **Ledge Removal** – Some additional ledge needed to be hammered out for the conduit run from the shelter to the utility pole. The ledge removal will be processed at the bid quantity of 40 cubic yards.
5. **Testing** - The Town has contracted with S.W. Cole Engineering (Cole) to provide geotechnical services and testing for the project. S.W. Cole has been and have provided a moisture-density curve and gradation for the Type D gravel. Density test results based on the actual properties of the Type D gravel need to be provided. Cole was also to provide 7-, 14-, and 28-day cylinder breaks of the samples that they took. Bill will reach out to S.W. Cole Engineering for the 7-day break results.

6. **Central Maine Power (CMP)** – A meeting with CMP Field Planner Donna Raymond on June 23rd at 8:30 AM reset the locations of the poles. CMP is to set the poles prior to the week ending July 16th.
7. **Trail Relocation** – The group discussed the relocation of the trail around the new tower site. After the meeting, Steve coordinated with Town Planner Maureen O’Meara to arrange a site meeting to place the new section of the trail with a minimum of tree removal. Maureen intends to have the Conservation Committee review the site and provide input as to the trail relocation positioning. Maureen has sent an email to Skip Murray to coordinate a meeting with him and the Conservation Committee to locate the trail segment. As noted in previous reports, the trail would need to have a grass surface to match the existing grass surfaced trails.
8. **Schedule** – Pads for the equipment shelter and generator will be poured on July 2nd. CMP installing the poles in the July 6th to 16th time frame. The shelter and the tower arrive during the week of July 12th and then those items would be installed. After completion of the tower, the fence posts would be placed along with installation of the antennae during the week of July 19th. Then the remainder of the project then completed. ECC is targeting a mid-August completion date, but the generator is currently not scheduled to arrive until September. Steve to check in with Mark to ensure that the antennae equipment will be available to install.
9. **Payment Requisition** –A payment requisition will be submitted to cover the progress that has been made at the site through June.
10. **Next Progress Meeting** – The group will meet again at the site on July 15th at 11:00 AM to review the project’s progress.

Please notify the author in writing of any errors, omissions, or clarifications for further distribution to interested parties.



Stephen D. Harding., P.E.
Town Engineer

cc: All Participants
Matt Sturgis, Town of Cape Elizabeth Town Manager
Paul Fenton, Town of Cape Elizabeth Police Chief
Ben McDougal, Town of Cape Elizabeth Code Enforcement Officer
Peter Gleeson, Town of Cape Elizabeth Fire Chief
Maureen O’Meara, Town of Cape Elizabeth Town Planner
Mark Davis, Dirigo Wireless
Matt Lyle, MEGA Engineering (MEGA)
Skip Murray, L.P. Murray & Sons
Matt Orr, Sebago Technics