



# MEMORANDUM

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**DATE:** July 12, 2016  
**TO:** George Kathios  
**FROM:** David Peterson, Gus O'Leary  
**CC:** Dana Lee, Eliot Town Manager  
**SUBJECT:** Kittery Infrastructure Improvements & Sewer Extension Projects  
Progress Report for the period 5/30/2016 through 7/3/2016

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This Memorandum serves as a status report of work we have completed in June and work anticipated to be completed in July for the Kittery Infrastructure Improvements Project and the Sewer Extension Project. We suggest you share it with the Town Manager, Town Council, and others.

## WASTEWATER INFRASTRUCTURE IMPROVEMENTS CONSTRUCTION SERVICES

The following work was completed during the period ending July 3, 2016:

- A. Pump Station 6 & 8 Construction
  - Project Complete
  
- B. Water Pollution Control Facility and Pump Station Construction
  - Coordinated with the Contractor on Septage pumping and blower issues.

During July 2016, the following activities are anticipated:

- A. Water Pollution Control Facility and Pump Station Construction
  - Review record drawings
  - Coordinate with the Contractor to negotiate a Change Order to correct the septage pumping issues.
  - Review the Contractors Final Payment Request.
  - Coordinate Final Payment with the Funding Agency.



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## SEWER EXTENSIONS PROJECT CONSTRUCTION SERVICES

The following work was completed during the period ending July 3, 2016

- Reviewed and returned submittals to the Contractor.
- Began to develop a set of Record Drawings based on the submitted as-built records by the Contractor. We continue to work with the Contractor to receive complete as-built records.
- Issued Substantial Completion and punch list on June 6, 2016 with an effective date of May 3, 2016.
- Continued to work with public officials on betterments.
- Reviewed the Contractor's payment requisition #11, which included a request to reduce retainage to 2%.

During July 2016, the following activities are anticipated:

- Review submittals and RFIs as they are submitted by the Contractor.
- Review Contractor's next payment requisition, including payroll information.
- Continue development of Record Drawings based on as-built records from the Contractor.
- Prepare and submit SRF loan reimbursement pay requisitions, as needed.