



# MEMORANDUM

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**DATE:** October 10, 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 8/29/2016 through 10/2/2016

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This Memorandum serves as a status report of work we have completed in September and work anticipated to be completed in October 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 October 2, 2016:

- A. Pump Station 6 & 8 Construction
  - Project Complete
  
- B. Water Pollution Control Facility and Pump Station Construction
  - Coordinated with the Contractor for resolution of the Septage blower and blower room fan issues.

During October 2016, the following activities are anticipated:

- A. Water Pollution Control Facility and Pump Station Construction
  - Finalize the Contractor's Final Payment Request.
  - Coordinate Final Payment with the Funding Agency.
  - Submit Record Drawings
  - Issue Final Completion Certification as appropriate.



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## SEWER EXTENSIONS PROJECT CONSTRUCTION SERVICES

The following work was completed during the period ending October 2, 2016

- Received as-built information from the Contractor and completed a draft of the record drawings for internal review.
- Assisted the Town in answering homeowner questions about service locations or claims of damage to their property.
- Coordinated with the Town and SRF to develop a plan to finalize the loan and request the remainder of the loan funds for use in paying back the loan.
- Assisted the Auditor by providing project financial documentation, as needed.

The following activities are anticipated as part of closing out this project:

- Review submittals submitted by the Contractor (if any).
- Review Contractor's next payment requisition, including payroll information. It is anticipated this will be the final payment requisition.
- Complete the Record Drawings and deliver to the Town.
- Prepare and submit SRF loan reimbursement pay requisitions, as needed.
- Develop and issue balancing change order.
- Issue Final Completion Certification as appropriate.