

Town of LeRay
Consolidated Water District Extension
BCA Project Number 2020-031

Preconstruction Meeting Minutes
September 23, 2025 – 9:00 AM

Present:

Mr. Nathan Toutant
Mr. Steven Marshall
Mr. Kenny Kizzer
Mr. Mike Tracy, P.E.
Mr. Daryl Zubrzycki
Ms. Lynne Wight
Mr. Michael Altieri, P.E.
Mr. Tim Barber, P.E.
Mr. Philip Hughes
Ms. Amanda Malmin, I.E.
Mr. Gabe Murphy, I.E.

Representing:

Town of LeRay
Town of LeRay
DANC
NYS DOH
North Country Contractors (NCC)
North Country Contractors (NCC)
BCA Architects & Engineers
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Attending virtually via teams:

Mr. Jay Grasso

G&G Municipal Consulting & Grant Writing

These minutes are not meant to be all-inclusive but rather are intended to summarize discussions, decisions, and direction regarding the above referenced project. These items may not necessarily appear in the order in which they were discussed.

The pre-construction meeting generally followed the attached preconstruction agenda with the following items of discussion and or clarity:

1. Ms. Melissa Verne, Town Clerk, was added to the project directory as the Town's Minority Business Officer for MWBE monthly reporting, with contact information as follows:
 - a. Phone: (315) 629-4052 ext. 3
 - b. Fax: (315) 629-4393
 - c. Email: townclerk@townofleray.org
2. Mr. Mike Altieri's contact information was added to the project directory as the Principal in Charge for this project:
 - a. Email: maltieri@thebcgroup.com
 - b. Phone: (315) 782-8130 x 250
3. Mr. Henry Bush was added to the project directory as NCC's Site Superintendent with phone contact as follows: (315) 382-2651
4. Location of NCC's project office trailer was discussed, and it was determined that NCC will set up at the Town's Farash pump station site, which is part of the project location. Mr. Grasso provided a

reminder about the importance of project signs, and having all required postings on site. These will be set up at NCC's office trailer location. A photo of all required postings will need to be submitted to the project funding agencies for confirmation.

5. Project schedule was reviewed briefly, and NCC indicated intent to start work immediately following the Notice to Proceed issuance. The plan is to start rock trenching at the Northeast end of the alignment, while awaiting a highway work permit from DOT for the work along US 11. All required items have been submitted, and all parties have signed the work permit application, so it is in final technical review with the Department. The goal is to have all work in the DOT ROW completed before winter (pending permit approval). With minimal lead time on materials, one of the critical items will be scheduling the CSX bore, as CSX requires advance notice to coordinate on-site representation. The current plan involves completing the bulk of the project in 2025, with restoration in 2026.
6. Regarding the Pleasant Creek meter vault (V-1), it was originally planned for the Town to purchase the meter, for NCC to install. Due to lead time issues on recent Town meter orders, it may be prudent for NCC to order the master meter instead of the Town. NCC is to provide a cost proposal and schedule for furnishing the master meter, which will be reviewed by the Town.
7. To streamline payment application review and approval, Mr. Hughes will review quantities with NCC on a daily basis.
8. Working hours are generally expected to be 7:00 AM – 4:30 PM weekdays, and NCC has submitted a dispensation request to DOL for overtime work.
9. A courtesy letter will be circulated to residents of the project area, to inform them of the upcoming construction and reiterate the purpose of the work.
10. After reviewing the funding-specific conditions for EFC and CDBG, Ms. Wight inquired about a contact for compliance questions. Mr. Grasso will be assisting the Town with programmatic requirements for CDBG funding and will provide guidance for compliance. His phone contact is (585) 703-7920. Mr. Grasso inquired about project MWBE participation, to which Ms. Wight replied that an MWBE supplier is being utilized for materials, and outreach efforts have been documented in a utilization plan. Mr. Grasso noted that BCA should convey this information to CDBG for the project record. He also noted that he anticipates a 2-3 week turnaround time on pay requests once they are submitted to CDBG.
11. Construction progress meetings will be held at 9AM at the Town office, with an optional Teams link for remote attendees.
12. The proposed progress meeting schedule for 2025 has been updated as shown below.

Payment Cutoff Date	Pencil Copy Due to RPR / Engineer	Final Hard Copy Due to Engineer	Project Meeting Date; Payments Submitted to Owner	Board Meeting Date
October 24, 2025	October 27, 2025	October 31, 2025	November 4, 2025	November 6, 2025
November 28, 2025	December 1, 2025	December 8, 2025	December 9, 2025	December 11, 2025
December 26, 2025	December 29, 2025	January 5, 2026	January 6, 2026	January 8, 2026

The notes on the previous pages, in conjunction with the attached outline, are considered to be an accurate summary of the meeting held September 23rd, 2025. Any exceptions to the above meeting minutes must be submitted to the undersigned in writing within seven (7) days after the receipt of these minutes. These meeting minutes were issued on October 8th, 2025.

Respectfully submitted,

BERNIER, CARR & ASSOCIATES, ENGINEERS, ARCHITECTS AND LAND SURVEYORS, P.C.



Amanda R. Malmin
Junior Civil Engineer

Attached: Preconstruction Agenda
 Sign in sheet
 Notice to Proceed
 Contractors Receipt of Required Program Materials
EC: All in attendance / invitees (email)