

TOWN OF LITTLETON
LITTLETON, NORTH CAROLINA

Pre-Construction Meeting 08/11/2015 10:30 am

Commissioner Heidi Hogan, Mr. Dennis Patton (UCPCOG) and Mr. Cory Dix (Dix Landscaping) met at the Town Hall at 10:30 am Friday 08/11/15 for the required CDBG pre construction meeting. Mr. Dennis Patton led the discussion of the contractor requirements to include Section III Town's pledge of good faith effort (if necessary) to hire everyone for this contract through the local ESC office. Mr. Dix replied they are fully staffed at this time. Mr. Dix also advised that all shrubs and mulch will be purchased from NC vendors. Mr. Cory Dix agreed to send the contract and award date with signatures and Certificate of Insurance. The concrete portion of the project will be subcontracted.

Mr. Patton advised Mr. Dix of the Davis Bacon Act that requires federal grant dollars (greater than \$2,500.00) be documented hourly rate plus benefits (heavy) and must meet the minimum for this area. Wage classification documents must be submitted to UCPCOG. Following a brief discussion, contact information for UCPCOG Mr. Joe Dooley, Ms. Helen Page and Mr. Patton for follow up questions as needed by Mr. Dix. Mr. Dix admitted he was not clear on the minimum wage (pay scale) requirements when he submitted his bid and requested permission to reevaluate the labor calculations of the bid. Clerk will email sample wage documents to Cory and Dix Landscaping Bookkeeper.

Mr. Patton informed Mr. Dix that subcontractors are held to the same pay scale requirements and that UCPCOG would be conducting onsite interviews to verify wages as required by the grant. Mr. Patton also reviewed the requirements for displaying the labor posters ON SITE and suggested documenting with photographs.

Finally Mr. Patton instructed Mr. Dix how to submit the invoice to the Town Clerk with the weekly payroll for the pay request and payment.

Mr. Dix completed and signed the Debarment and Certificate of Eligibility prior to the meeting ending at 11:30 am.

Clerk