

# JAY WHITE, ARCHITECT, PLC

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## ROYALTON MUNICIPAL BUILDING

### PRE-CONSTRUCTION MEETING #1

**Date of Meeting:** April 29, 2015

### MEETING MINUTES

Attendees: Rose Hemond, Town Administrator  
Larry Trottier, Selectman  
Phil Gates, Selectman  
Andrea Ansevin-Allen, USDA  
Patrick Redden, Upland Construction  
Ralph Ames, Upland Construction  
Jay White, Architect

### NEW BUSINESS:

1.1. Site visit shows slab removal in progress. Good sand base underneath.

1.2 Patrick asked about brown field at west side of building. Larry said if it is disturbed it will be okay if paved over and covered again. It was only an oil tank under than particular brown field cap.

1.3 Patrick will set elevations as all five entrances around building to assure proper drainage around building. Top of slab will be about 8" above remaining pavement.

1.4 Asphalt will be saw-cut for utility lines to avoid damage to remaining asphalt as much as possible.

1.5. Larry asked that a 2" empty PVC conduit line be installed from the electrical room to the site north of the building. Line will be put west of existing asphalt paving to avoid cutting paving. See attached Sheet L101 for location.

1.6 Jay sent Rose information on light to be installed on pole by Green Mountain Power.

1.7 It is okay for contractor to work all hours and days. Normal work day is 7:00 to 3:30.

1.8 Andrea will send a copy of the USDA Requisition for Payment that she said can be used as a cover to the normal AIA Requisition for Payment that we will use.

1.9 Patrick will submit Request for Payment prior to the last Wednesday of each month. Jay will review so it can be processed at the last Wednesday of the month meeting that Andrea will attend. Jay will notify Rose by email of the amount of payment he will approve for that month, which

normally will be the full amount requested. Upland will deduct the 10% retainage from the first half of the project as contracted.

1.10 Andrea called Win during the meeting and also confirmed that she now has the appropriate copies of all items on her list of Pre-Construction Contract Documents except the Builders Risk Insurance. (Jay and Rose will complete this on May 1, 2015). Processed documents that Jay, Patrick, Rose and Andrea now have are these:

- Copies of Contracts signed by the Owner and General Contractor
- Form RD 400-6 (>\$10,000) Compliance Statement for EEO (**by GC**)
- Form AD 1048 (>\$25,000) Debarment (**by GC**)
- Form RD 400-3 signed by RD
- RD Instruction. 1940-Q Exhibit A-1 (>\$100,000) Lobbying Disclosure (**by GC**)
- Disclosure of Lobbying Activities SF-LLL (DETERMINED NOT TO BE APPLICABLE FOR THIS PROJECT)
- Payment and Performance Bonds
- Surety's Power of Attorney
- Certificate of Insurance with proper amounts and Additional Insured listed
- Proof of Builder's Risk Policy (TO BE COMPLETED BY ROSE AND JAY ON MAY 1.)
- Plans and Specifications signed by the Owner, General Contractor & RD
- Permits and Local Review if available.
- Contracts and Bonds review by Owner's Attorney. (Signed Certification)
- State Director's Concurrence of the contract.
- Notice of Award
- Notice to Proceed
- List of Sub Contractors
- Copies of Construction Values (break down for lump sum contracts.
- Copies of Construction Schedule

1.11 Job meetings will be held every Wednesday at 10:30 at the Job Site. Andrea will attend only the meeting on the last Wednesday of the month. Jay will make site visits to answer questions between job meetings as necessary.

1.12 Patrick will price a Change Order to add a fire alarm system to just the Lock Up area after Jay sends him the specific requirements. Town will defer security system and video recording system in interview room.

**POST MEETING NOTES:**

1.13 Jay sent Patrick “Approved” or “Approved as Noted” for:

- Vault Door Submittal
- Lumber and Nailing Submittal
- Wall Paneling Plan Submittal
- Lighting and Electrical Submittal

1.14 Hose bib for washing police cars will now be to the right side of the door as you face the building as the frost protection device must extend into a wall perpendicular to the exterior wall.

1.15 Jay will discuss requirements of light on pole with Carol Burke at Green Mountain Power.

**NEXT MEETING: 10:30 AM, May 6, 2015**