

## JAY WHITE, ARCHITECT, PLC

100 STATE STREET, SUITE 230, MONTPELIER, VERMONT 05602  
Phone: (802) 793-1850 Email: [jaywhitevt@gmail.com](mailto:jaywhitevt@gmail.com)

### ROYALTON MUNICIPAL BUILDING

#### CONSTRUCTION MEETING #11

**Date of Meeting:** July 8, 2015

#### MEETING MINUTES

Attendees: Phil Gates, Selectman  
Larry Trottier, Selectman  
Rose Hemond, Royalton Administration and Finance Manager  
Patrick Redden, Upland Construction  
Jay White, Architect

**SCHEDULE:** Project is a couple of days behind schedule, mainly due to more complicated blocking at soffits and rain. Jay will allow more time on soffits since none was added when cost was added in Change Order #1.

#### ITEMS PENDING:

5.4 Patrick said he will mark up a plan indicating location of under slab utility lines. Jay will put these on the drawing so we have it in electronic format for Royalton's records of what lines are where.

7.1 Jay will propose a keying schedule for master keying requirements to review with Rose and Phil.

*July 1: Rose, Police Department and the Selectboard approved the schedule and Jay has spoken to Daniel Boone (locksmith) about changes in the purchase order from what was requested in 2011 when the Town was considering modifying the Crawford building instead of building this new one. Jay will pursue any price modifications in keying with Daniel and obtain approval from the Selectboard if any increase in cost is proposed by Daniel if the request for additional hardware keying (if any) seems reasonable to Jay.*

*July 8: Larry talked with Daniel Boone and agreed the Royalton will pay remainder of 2011 invoice for locks and Boone will update order and keying to Jay's lock and keying schedule. Upland Construction will hire Boone Locksmith to install locks, which is already in the Upland Contract. Additional keying costs will be determined later.*

**Pending Change Order #2** will include:

*Add \$1104 for additional blocking at soffits, which is net increase from deleting the contracted blocking and adding more blocking to assure soffit boards don't sag.*

*Add \$565 to put back in the contract the ventilation system for the holding and interview rooms since the approved air conditioning design will rely on this original design to assure proper air changes in those two room.*

10.2 Rose said Treasurer would like to have place for people to pay taxes without coming inside her office, either by having a Dutch door or a different sidelight design to allow this. Jay wants to discuss this with her at the July 8 meeting, and wants to confirm if a partial wall inside her office to separate the public from the staff might be a better solution.

*July 8: Jay met after the meeting with Rose and Treasurer Luann Bingham. Agreement was to use a low wall inside her office to separate public from staff areas, which will be better and less expensive than modifying the wall with a counter and roll-down security shutter. Proposed floor plan is attached to these minutes. Furniture, electrical and data locations will be different than in original design, but quantity is the same so electrical cost should not increase as none of this work has been installed yet. Luanne will attend next job meeting to confirm if it seems to work on site to her. Patrick will prepare proposed cost, as this work is not in the Upland Contract.*

10.4 Rose told Jay that since the Town recently changed from an elected Clerk to a Selectboard-appointed Clerk, they will be able to omit the workstation planned for outside her office.

*July 8: Consensus is to proceed with the alcove as proposed on the attached plan. Difference from last week's minutes is that Selectboard would like to keep some electrical outlets in the wall. There will also be a wood cap on the wall to make cleaning and maintenance of it easier. Proposed plan and details for wall construction are attached to these minutes. Patrick will propose price for changes in the wall and keeping 3 of the 5 electrical connections in it.*

#### **NEW BUSINESS:**

11.1 Patrick said the electrician asked if there should be an override to the automatic switches required in the *Vermont Commercial Building Energy Standards*. Letter from Claus Bartenstein, (Electrical Engineer from Engineering Services of Vermont for this job) is forwarded with the cover email to these minutes. Claus thinks this is not necessary due to the type of sensors he has specified in the performance specifications. Reasons on listed in his letter.

11.2 Rose says she now has the bill payment drop box in her office. She will keep it there until Patrick is ready to install it.

#### **POST MEETING NOTES:**

11.3 Jay will be stopping by the site for an interim site visit Monday morning at about 11:00. He will also drop off a copy of the attached proposed plan changes in the Treasurer's furniture location and the alcove wall change to Rose on Monday, since they are formatted to print larger than letter size paper.

**NEXT JOB-SITE MEETING: 10:30 AM, July 15, 2015**