

**JAY WHITE, ARCHITECT, PLC**

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**ROYALTON MUNICIPAL BUILDING**

**CONSTRUCTION MEETING #17**

**Date of Meeting:** August 26, 2015

**MEETING MINUTES**

Attendees: Daniel Pittman, USDA  
Larry Trottier, Selectman  
Rose Hemond  
Patrick Redden, Upland Construction  
Jay White, Architect

**SCHEDULE:** Project is back on schedule. Patrick will send out a new bar chart of schedule. Completion date is extended to November 30 due to the two week extension granted for the additional blocking at the eaves.

**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.

**Pending Change Order #2:**

*August 26: Change Order #2 to include:*

*Additional Blocking at eaves,  
Fan added back into Holding Cells,  
Changes at Break Alcove wall,  
Addition of 1/2 wall in Treasurer's Office,  
Floor covering changes at Police, Listers and Break Alcove,*

*was approved in total amount of \$6087.77.*

*Jay will send 5 hard copies of CO #2 with breakdown attached for each item to Rose so that Selectboard can sign it at their next meeting. Daniel said he would approve it after Selectboard signs it. Upland can sign it at the next job meeting.*

13.6 Patrick will get a sample of the proposed maple cabinet doors.

15.1 Tim suggested that the I.T. installer also include a public WIFI system in the building so visitors can access the web during meetings to obtain agendas and other information. Phil and Larry will discuss this with the Selectboard.

*August 26: Rose will confirm if WIFI is included in the I.T. proposal from Systems Plus.*

16.1 Jay wants to see a sample of the red doors prior to painting all the red doors. Phil suggested that we may want to only paint the public doors of the municipal offices and the police red, leaving the others white.

16.2 Phil asked that primer on red doors be grey, so white does not show through the red color.

#### **NEW BUSINESS:**

17.1 Upland Pay Request for work through August was approved.

17.2 John Breult requested what they should use for shelving in evidence room in an email to Jay today. Consensus is to purchase standard metal utility shelving that will be set on the floor of the evidence room, such as that that can be purchased from Staples or Home Depot. This will avoid having to attach shelving to the walls, and allow for more shelving and flexibility as shelving heights can be adjusted to fit the evidence you need to store. The room is designed to have two 3' by 12" deep shelving units. The DVR box can sit on the top shelf of one of the units. Camera should be mounted to the wall that has the door and aimed at the shelves. There still will be floor space in front of the shelves at both sides of the door for taller items.

17.3 Rose said supplier for vault shelving will deliver and install, but driver will need help to get it off the truck. Unit will be pre-assembled. The three connected sections should be set against the left side wall as you enter the vault, set clear to the back corner. The existing shelving will be moved later to the back wall of the vault. See Furniture Plan issued 8 15 15 for locations.

17.4 Patrick said he will have the vault sub-contractor parge the ceiling of the vault with a skim coat of concrete to hide the voids left by wrinkles in the bond breaker fabric in the form, since it was not nailed in place or held taut to avoid this. This will not be a cost to the Owner. There is no decrease in vault ceiling strength because of this issue.

**NEXT JOB-SITE MEETING: 1:00 PM, September 2, 2015** (Note new time, this meeting only.)