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**ROYALTON MUNICIPAL BUILDING**

**CONSTRUCTION MEETING #18**

**Date of Meeting:** September 2, 2015

**MEETING MINUTES**

Attendees: Phil Gates, Selectman  
Larry Trottier, Selectman  
Patrick Redden, Upland Construction  
John Breault, Royalton Police  
Rose Hemond (walk-through and first part of meeting)  
Jay White, Architect

**SCHEDULE:** Project is ahead of schedule. Currently updated schedule indicates completion November 9.

**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.

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

*September 2: Jay will meet with cabinet supplier in Montpelier on Tuesday, September 7 to receive sample of maple door and discuss construction details of the Clerk's counter.*

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.  
September 2: Systems Plus proposal now includes WIFI that can be accessed from Public Meeting room and Break Alcove area, at a minimum, based on two WIFI base stations in building.*

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.

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.

*September 2: Patrick confirmed that Upland will have people on site to help remove shelving from truck. New shelving will be installed by supplier against left wall of vault, all the way back.*

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.

#### **NEW BUSINESS:**

18.1 Rose passed out the five copies of Change Order #2 for Patrick's signature. Phil will deliver completed copies to Rose for processing to USDA.

18.2 Consensus is that staff likes the colors selected. Primary coat has been applied to all interior walls. Patrick will change final color of south wall of Listers Office to be Navajo White as this change was missed by the painters. (No additional cost to owner.)

18.3 Phil and Larry are want to get a price to remove the current asphalt under the 1" top coat area now in the contract and replace it with a new 2" asphalt base coat under contracted 1" topping. They think this will make the whole driveway and parking area last longer as its base will be new and not have the cracks in it the current base has. Patrick will check with the paving contractor (Johnson Paving) to get the proposed price by next Tuesday (September 7) so the Selectboard can discuss it at their Selectboard meeting that same evening.

18.4 Patrick asked if rounded corners at parking lot could be cut at a 45 degree diagonal as it is difficult to cut the existing asphalt paving in a curve. This was agreed unless all of the existing asphalt where we have the new 1" topping is replaces per item 18.2. If there is all new paving the curves will still be included in the contract.

18.5 Jay noted that the gravel base for the road is about a foot too high and will block surface run-off to the drainage ditch on the west side of the building. Patrick agreed to have it lowered and also raise the concrete pad at the emergency exit to assure proper surface drainage over the new road into the ditch along the west side of the property. (No additional cost to owner.)

18.6 Patrick asked for the dimension from the building to the south edge of the new parking lot.  
*September 4: Answer is 153 feet.*

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

18.7 The septic system is nearly installed. Jay and Patrick sent photos to Rob Townsend at American Consulting Engineers and Surveyors who designed the system, and both talked to Rob on the phone on Thursday. Rob approved the system as built after the receipt of some additional photos Patrick sent to Rob and Jay on Thursday.

**NEXT JOB-SITE MEETING: 10:30 AM, September 9, 2015**