

## 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 #22

**Date of Meeting:** September 30, 2015

#### MEETING MINUTES

Attendees:

Larry Trottier, Selectboard  
Patrick Redden, Upland Construction  
Rose Hemond, Royalton Finance Manager  
Joe Boyd, Lake Sunapee Bank  
Daniel Pitman, USDA  
Jay White, Architect

**SCHEDULE:** Project is ahead of schedule, with completion now expected on November 15, 2015.

#### 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.

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.

*September 30: Consensus is that all of the exterior doors will be white.*

18.2 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.) .

20.6 Jay noted a minor chip at the main entrance concrete exterior walkway. Patrick said he would grind this out before the asphalt walk is poured.

21.1 Wall color below the chair rail will be the green color on all four sides of the room. Patrick said this would not be a change in cost, since the final coat has not been painted.

21.2 Royal Group won the bid for security system. They will also install the audio mute switches outside the Holding Cell and Interview Room. They will be recessed in the wall.

Royal Group will also be installing an intercom system in each vestibule that will allow visitors to call into the offices from the vestibule. These will also be recessed into the wall. NOTE: Intercom needs to be 48" above floor to meet ADA Code requirements.

Contact person for Royal Group is Gary Lieb. (802) 353-7036.

John was able to get Royal Group to move their installation up to October 3 and 4.

21.7 We agreed that the best way to treat the edge of the existing pavement that was cut to accommodate the grass to the left of the main walkway is to form a small curb of asphalt there when the rest of the asphalt is installed.

21.10 Patrick said he would be sure to caulk joint at top of chair rail, as this is part of their normal trim installation process.

21.11 Entire wall behind Break Alcove coffee bar counter will be the green color. Little fin wall next to it will be the topaz color.

21.12 Jay asked Patrick about getting the paving done soon so the grass could get planted and germinate before frost. Patrick said he would pursue this.

*September 30: Patrick plans to have grass planted week of October 5 and paving completed between 10/5 and 10/16. We noted on site that there is low spot in the yard north of the building, east side. Grade will be extend higher so that paved walk from Meeting Room to Police Parking Area will be flush with the grass and so any water dripping off the roof will drain over the sidewalk and not pond between the sidewalk and the building. Also the extra dirt from the excavation needs to be spread out so Town can mow to the tree line, even though newly planted grass will only cover the area that was disturbed during construction.*

## **NEW BUSINESS:**

22.1 Change Order #3 and Payment Application #5 were processed and signed.

22.2 Patrick will install Classroom Lock on Door #6 (Interior door of main entrance vestibule) instead of the passage set that was specified before the decision to install intercom telephone in both vestibules was made. The Police Vestibule already had a Classroom Lock function. (Classroom lock functions so the door is always unlocked from the inside going out, but the outside can be locked or unlocked with a key.)

22.3 Rose confirmed that Security and Intercom will be installed starting October 5. Jay clarified that intercom phones in the vestibules need to be installed 48" above the floor to meet ADA requirements.

22.4 Rose confirmed that furniture will be installed November 16 by Court Diversion people without cost to the Town. Computers, phones and existing equipment to be moved from existing Town Offices will be moved over right after the new furniture is in place.

22.5 Patrick confirmed that carpet installation will begin on October 12. He wants to have the painters come in last as sometimes carpet installation scratches the walls. Base on walls needs to be installed after painting and carpeting are both completed.

22.6 Jay and Patrick agreed to have the main electrical panel reset. Jay does not want to see as much of a white backing board behind the panel and certainly not see it all the way to the corner.

Patrick said he plans to change it anyway because it slopes backwards and it should be vertical. Patrick will remove the box, white panel behind the box, put in green shingle where the white board is now, then put a narrower white backer board same width and size as electrical panel box, that will allow the electrical panel box to be vertical and not lean backwards.

22.7 Signs were reviewed and approved with the change that the text on Rose's office be changed to

SELECTBOARD  
AND  
FINANCE MANAGER

22.8 Jay confirmed that it is okay that the concrete block shelf in the vault intended to support the card catalogs is 4" shorter than specified. The card catalog cabinets and files on the shelf should also be pulled 4" forward when installed so that there is a toe space created.

**POST MEETING NOTES:**

22.9 John sent an email to Jay on October 2 requesting that there be a data port in the Evidence Room in addition to an outlet discussed earlier. Jay passed this on to Patrick and asked him to pursue getting one installed there for the recording appliance that will be supplied as part of the security system. Outlet and Data Port in Evidence Room should be up high (6') as the equipment will be installed on the top shelf that will be purchased for the Evidence Room.

22.10 Matt Grundy (Cabinet Maker) says the selected laminate is not part of the "standard" laminate called for in the specification. He dropped off a chain to Jay with the colors that are considered standard. Many are similar to what was selected, but Jay suggests that we NOT use a high gloss laminate like the one that was selected because it will reflect the bright LED lights under the upper cabinets, which will be glaring. Jay will bring the new chain to the meet of October 7 for selection of laminates by Rose and the Selectboard.

22.11 Jay asked Patrick to be sure that the restroom exhaust pipes being installed on Wednesday that extend up to the vent location on the east wall will be insulated as specified to avoid condensation.

**NEXT JOB-SITE MEETING: 10:30 AM, October 7, 2015**