

## JAY WHITE, ARCHITECT, PLC

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### ROYALTON MUNICIPAL BUILDING

#### CONSTRUCTION MEETING #26

**Date of Meeting:** October 28, 2015

#### MEETING MINUTES

##### Attendees:

Larry Trottier, Selectboard  
Patrick Redden, Upland Construction  
John Breault, Royalton Police Department (walk-through part of meeting)  
Bob Hull, Royalton Police Department (walk-through part of meeting)  
Daniel Pittman, USDA  
Rose Hemond, Royalton Administration and Finance  
Jay White, Architect

**SCHEDULE:** Project is on schedule, with owner moving in on November 16 and 17. Substantial Completion Inspection is scheduled for November 18 at 10:30.

##### 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.

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.)

*October 7: Karmen asked if finished coat on vault wall with door in it can be painted the green accent color instead of the topaz accent color. Patrick said this can be done without change in cost as there is only the first coat on it now. Decision is to grant that request. Wall leading to conference room will remain the topaz accent color.*

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.

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

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.)

24.1 Patrick said he would have the electrician move the light over the sink in the public bathroom a little to the left so that it will be centered over the sink and mirror.

24.2 Jay asked that the exposed conduit for the vault alarm and its junction box be painted to match the wall color, since the code required exposed conduits for the extinguishing and vault alarm system so they are not buried inside the vault walls.

24.3 Jay Moody and Andy Rea both said only one of the Fire Alarm phone lines need to be dedicated. The other fire alarm backup phone line can be any other phone line in the building, but both fire alarm phone lines should be fed from the pole to the fire alarm panel first.

24.4 Jay Moody will be on vacation for 9 days, but will schedule their alarm testing and Certificate of Occupancy inspection prior to occupancy which we confirmed will be November 16.

24.5 John asked to put bench in interview room instead of hold room, as he would prefer to do more intake in the hold cell as long as it did not add cost.

*October 21: Patrick said bench was not made yet and could be installed in the larger room. John asked that it be shorter, and we agreed to make it from the wall to the heater. The bench will be attached to the wall on two sides and a single pipe leg will support the corner that is not against the wall. Patrick will have manufacturers add plastic laminate trim to the exposed end.*

25.2 Vault shelves are stored in Uplands container. Supplier may need to return to set up in the vault as part of their contract as Jay is concerned about proper alignment and warranty if they do not do so.

*October 28: Karmen and Patrick will coordinate timing after vault floor is sealed. It may be best to set clerk counter after all of the vault shelving is in place in order to have more ability to maneuver the heavy rolling shelves in place.*

## **NEW BUSINESS:**

26.1 Daniel Pitman gave Jay USDA forms for Final Inspection and Substantial Completion. Substantial Completion Inspection will be November 18 at 10:30.

26.2 Daniel hears a humming in one of the Police light sensors. The rest of us can't hear it. Patrick will check it out with the electrical contractor.

26.3 Rose said three phone lines will be installed on November 13 so Fire Alarm system can be completed. Rest of phones will be moved on November 20. Interface for all phone lines will be in the I.T. / Storage Room.

26.4 Roylton will host an open house at the new facility on December 14, 2:00 to 5:00.

26.5 Parking striping will be all of the stripes in the original contract, including those on the old pavement.

26.6 Patrick will arrange for the water from the well to be tested and include results in the project manual.

26.7 Police will set wall shelf of forms below alarm control panel. Top form should be within 48" of floor to meet ADA requirements.

**POST MEETING NOTES:**

26.8 Insect screens for windows should be tied together and stored in the Storage Room, rather than installed on the windows now.

**NEXT JOB-SITE MEETING: 10:30 AM, November 4, 2015**