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ROYALTON MUNICIPAL BUILDING

CONSTRUCTION MEETING #27

Date of Meeting: November 4, 2015

MEETING MINUTES

Attendees:

Phil Gates, 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)
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.

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.)

24.4 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.

November 4: Jay Moody stopped by at about noon and will try to do the alarm testing on Tuesday, November 10. He needs to confirm with Andy.

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.

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

November 4: Jay gave the forms to Patrick so he can be sure to complete the items listed, including confirmation that all sub-contractors have been paid.

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.

November 4: Installation of Fire Alarm Phone lines will be installed on November 5 so Alarm can be tested on November 9.

26.4 Royalton 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.

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

NEW BUSINESS:

27.1 Royal Group was selected as the contractor to monitor intrusion and fire alarm systems as they were the lowest price. When alarms signals an event the call will go first to the Hartford Dispatch Center. From there it will go to State Police Dispatch, and then the Royalton Police Department.

27.2 Intrusion alarm system will be installed on November 20. It is not required to obtain a Certificate of Occupancy.

27.3 Boiler Room floor will be painted grey rather than sealed.

POST MEETING NOTES:

27.4 Jay will bring a copy of the State's Final Construction Valuation Form that Vermont uses to increase or decrease Construction Permit Fee to match actual cost of construction plus consulting fees instead of estimated cost of construction plus consulting fees when calculating the building permit fee. Jay estimates that an additional fee of \$750.70 will be required by the State related to permitting cost.

NEXT JOB-SITE MEETING: 10:30 AM, November 11, 2015