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ROYALTON MUNICIPAL BUILDING

CONSTRUCTION MEETING #28

Date of Meeting: November 11, 2015

MEETING MINUTES

Attendees:

Phil Gates, Selectboard
Larry Trottier, Selectboard
Patrick Redden, Upland Construction
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.

November 11: Jay will put this information on a disk that Royalton can store in the vault. Disc will have as-built drawings, specifications, and shop drawing submittals. Royalton already has copies of all of the construction minutes on their web site.

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.

November 11: Jay Moody tested and approved the alarm system and the vault fire extinguishing system, which is now armed. Be sure no one smokes in the vault!

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.

November 11: Not all forms will be completed by November 18 as not all subcontractors will have billed or been paid by then as some are still finishing up.

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

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

November 11: Water was tested and confirmed safe. Jay will send test results to Rose for her file.

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

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.

November 11: Larry took two copies of the form so the check can be prepared.

NEW BUSINESS:

28.1 Jay will get a copy of the Substantial Completion Form G704-2000 and bring five copies of it to the final completion inspection scheduled for November 18, 2015 at 10:30.

28.2 Patrick will contact Daniel Boone about getting replacement lever handles for the glass doors as the existing handled the Town already had prior to construction barely clear the moldings around the glass, which we think will rub the paint off over time.

28.3 Larry will send Jay information on the storage shed the town purchased. There is enough left over siding to cover the shed and Jay has agreed to draw how that should be applied so Patrick can price installation. Adding left over siding will make the shed blend in better with the new building and since it is a cementitious product with baked on paint, it will make the shed last longer without the cost of painting the T-111 plywood siding that will come with the shed. The left over building siding can be nailed directly to the T-111 shed siding.

NEXT JOB-SITE MEETING: 10:30 AM, November 18, 2015