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ROYALTON MUNICIPAL BUILDING

PRE-CONSTRUCTION MEETING #4

Date of Meeting: May 20, 2015

MEETING MINUTES

Attendees: Phil Gates, Selectman
Patrick Redden, Upland Construction
Jay White, Architect

SCHEDULE: Project is on schedule.

ITEMS PENDING:

1.5. 2" empty PVC conduit line will be installed from the electrical room to the site north of the building. Cost is not yet determined. Item will be part of Change Order #1.

1.12 Patrick will price a Change Order to add a fire alarm system to just the Lock Up area. Jay sent requirements to Patrick in an email dated May 14, 2015. Cost is not yet determined. Item will be part of Change Order #1.

3.1 Phone line will need to come from pole behind building since there is no phone line on the pole where the electrical service will be fed as we originally suspected. We agreed this new phone line will be underground and may be in the same trench as the empty PVC conduit for future electrical service to buildings north of this one. Cost is not yet determined. Item will be part of Change Order #1.

Meeting of May 20: Phil said Town would like to add a second conduit in the same trench for E.C. Fiber. Cost will be added to Change Order #1 for this item.

3.3 We decided to delete the two Panasonic fans, ducts, security grilles and dampers in the Booking and Interview rooms as these were specified to be there in the event we could not afford air conditioning (see paragraph B3, on page 118 of the Specifications) and there are no windows in these rooms. Since the contract now includes ventilation and air conditioning in all three zones where it was listed as an add-alternate in the bid, these fans, ducts, security grilles and dampers are not required. No special security related to air conditioning is required; air can be fed from above dropped ceilings in both rooms. Savings is not yet determined. Item will be credited as part of Change Order #1.

3.4 We decided to delete the plywood over the vault since the insulation can be supported on top of the 2-hour fire assembly added around the 4-hour vault in Addendum #1. Savings is not yet determined. Item will be credited as part of Change Order #1.

3.5 We decided to delete the footing drain since the soil drains very well at that level and there is not a convenient place to daylight the footing drain. Savings is not yet determined. Item will be credited as part of Change Order #1.

NEW BUSINESS:

4.1 Jay is concerned that water line does not go under the foundation so that it is not 5' below grade at this point. Solution agreed was to add a layer of insulation over the entire water line – not just under the road – to prevent freezing.

4.2 Patrick submitted a draft of Pay Requisition #1 in the amount of \$128,526, but wants to confirm some items. Phil and Jay reviewed the Pay Request and can support it if the slab is installed prior to the end of the month, since 100% of the concrete value is included in the requisition. Patrick said vault slab is part of the masonry work. Jay asked that the slab not be poured until he confirms if all of the under-slab utility and water lines appear to be installed. Patrick said it will be by next Wednesday's job meeting and we can review it then. Patrick said slab is scheduled to be poured Thursday.

4.3 Patrick said plumbing and electrical contractors will submit a shop drawings indicating where they will install the water and electrical lines, especially under the slab.

4.4 Phil and Jay reviewed the proposed to add the Fire Alarm system and agreed to the proposed price of \$5893.75 (which includes GC 15 % mark-up). The system is required prior to occupancy with detection in just the Lock Up areas with pull stations at every exit and alarms throughout the building. (This was originally intended to be contracted separately as it was also to include a security and video recording system. These last two items have been deferred, since they can be installed after the building is completed.)

4.5 Jay asked that Patrick prepare Change Order #1 so it can be reviewed and possibly approved on May 27 when Andrea will be on site. Change Order #1 will include these items:

- Add for Fire Alarm System in Lock Up area: \$5893.74
- Add for trench and PVC conduits for EC Fiber and Phone line from rear pole. \$ TBD
- Add for trench and PVC conduit for future electrical service north of existing paved area \$TBD
- Deduct for not installing footing drains due to well drained soils. \$TBD
- Deduct for deleting two Panasonic fans, ducts, security grilles and dampers in the Booking and Interview rooms as building base price includes HVAC for these areas. \$TBD
- Deduct for deleting plywood over the vault, as it will not be necessary to support insulation. \$TBD

POST MEETING NOTES:

4.6 Jay submitted the Fire Alarm Specification and Drawings and the Basis for Structural Design to Assistant Fire Marshall Paul Spicer at the Vermont Division of Fire Safety as requested in Paul's letter attached to the building permit on May 26, 2015.

4.7 Rob Townsend approved civil engineering submittal on May 21, 2015.

NEXT JOB-SITE MEETING: 10:30 AM, May 27, 2015