

# 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 #5

**Date of Meeting:** May 27, 2015

### MEETING MINUTES

Attendees: Phil Gates, Selectman  
Rose Hemond, Royalton Administration and Finance Manager  
Andrea Ansevin-Allen, USDA  
Joe Boyd, Lake Sunapee Bank  
Patrick Redden, Upland Construction  
Jay White, Architect

**SCHEDULE:** Project is on schedule.

### ITEMS PENDING:

4.2 Patrick asked that Pay Requisition #1 be processed on Tuesday, June 2, so it can include the concrete slab work.

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 one Panasonic fan (serving two rooms) 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

*\*May 27: Fire alarm system will have additional smoke detectors to cover Administration area as well as lock up areas, so this price may increase. Change Order #1 is therefore not ready today and will not be processed in time to be a part of Pay Requisition #1. It will be processed as part of Pay Requisition #2.*

### NEW BUSINESS:

5.1 Andrea asked that Upland submit 5 original copies of all Payment Requisitions to Jay, so distribution will have all original signatures. Process for payment is as follows: Jay will sign all 5 if

he approves indicating the approved amount of payment and forward the whole group to Rose. Rose will have a Selectboard Member sign, or get authorization for her to sign from Selectboard, and send the whole group to Andrea. Andrea will sign and send copies to: Jay, Patrick, Rose, and Joe, keeping one for herself. Joe will authorize payment and Rose will send the check to Upland. Contract has all of this occurring within 15 days of when Jay approves the Pay Requisition.

5.2 Patrick has delayed concrete pour until June 2, and asked the Payment Requisition #1 be processed after the slab is installed so it can be included. We agreed to this request.

*As of June 1, it looks like slab will now be poured on June 3, due to rain.*

5.3 Workers are finishing installing under-slab conduits and utility lines. Foundation is backfilled.

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.

#### **POST MEETING NOTES:**

5.5 Patrick confirmed to Jay that footing for vault walls not installed as of May 29 will be installed by Concrete Sub contractor as part of slab prep work on Tuesday, June 2. Jay wants to see that work prior to the slab being poured and will check it out Tuesday afternoon since Patrick confirmed by email on June 1 that slab is scheduled to be poured before the job meeting on Wednesday, June 3.

**NEXT JOB-SITE MEETING: 10:30 AM, June 3, 2015**