

## JAY WHITE, ARCHITECT, PLC

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### ROYALTON MUNICIPAL BUILDING

#### CONSTRUCTION MEETING #7

**Date of Meeting:** June 10, 2015

#### MEETING MINUTES

Attendees: Phil Gates, Selectman  
Rose Hemond, Royalton Administration and Finance Manager  
Patrick Redden, Upland Construction  
Jay White, Architect

**SCHEDULE:** Project is one day behind schedule due to rain delay.

#### 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.

6.1 Jay will attend the Selectboard meeting at 6:30, June 9 to confirm and review building exterior colors, carpet tile selection and vinyl floor selections.

#### June 10, Decisions are as follows:

*HardiePlank Lap Siding: "Woodland Cream"*

*HardieShingle, Staggard Edge Notched Panel: "Heathered Moss"*

*Hardie Soffit: "Arctic White"*

*Carpet Tile in Office areas specified to receive carpet tile:*

***Interface:** Style 1380 10 2500 "Cubic" 182*

*Color: 6393*

*These are carpet tiles, not glued down. The system is made up of 4 slightly different patterns using the same colors; obtain equal numbers of all tiles.*

*Carpet in Main Corridor:*

**Interface:** B702 “Net Effect”

Style #: 126620AKOH

Color: 102901 Caspian

*Carpet is made up of “skinny planks” carpet tiles NOT glued down, Tiles are 25cm wide x 1meter long; install in “Ashlar” method with all planks running perpendicular to long direction of corridors*

*Carpet Mat in Vestibules:*

**Interface:** Entrance Mat

Style 6230102504

Color: 602371, “Anthracite” 19 11/16” x 19 11/16” carpet tiles.

*INSTALLATION: Glue tiles in place following manufacturer’s instructions with direction of ribs perpendicular to direction of traffic.*

**Note: Interface carpet is represented by Ryan Akers. 800 634 6032;**

**Cell: 339-222-2637. Email: [ryan.akers@interface.com](mailto:ryan.akers@interface.com)**

*Floor tile in Restrooms, Interview Room and Booking Room:*

**Mohawk, Resilient Flooring**

Style: Embrasure 18” x 18” Tiles

Color: AD007-T014 “Thai Mountain”

*INSTALLATION: Glue tiles in place following manufacturer’s instructions*

**Note: Mohawk Resilient Flooring is represented by DeLair’s Carpet Barn,**

**Phone: 802 223-7171 Email: [delairscarpetbarn@gmail.com](mailto:delairscarpetbarn@gmail.com)**

6.2 Patrick asked what backset is used on the doors. The current invoice prepared by Boones Locksmith Shop indicates that the new locksets will have a backset of 2 3/8”. Jay has a call into Boones and also wants to confirm logistics of getting the locks to Patrick.

*June 10: Clarification: Boone’s price includes labor for keying but not installation of locks in doors. Jay will coordinate with Boone. Keying is specified to be by Boone in the General Specifications, so the Owner has in fact NOT contracted for any work twice and all hardware work is included in either the Boone or Upland contracts.*

## **NEW BUSINESS:**

7.1 Jay will propose a keying schedule for master keying requirements to review with Rose and Phil.

7.2 Jay gave Rose and Phil a tour of the building, now that the walls are up. Both said they are very happy with all of the spaces as designed.

7.3 Patrick will add concrete to the exterior side of the post in the exterior wall of Conference Room # 107 to protect it from weather as its support is lower than the surface of the slab.

7. 4. Slab finish is good. Control joints have been cut in where indicated on the drawings.

**POST MEETING NOTES:**

None this period.

**NEXT JOB-SITE MEETING: 10:30 AM, June 17, 2015**