

JAY WHITE, ARCHITECT, PLC

100 STATE STREET, SUITE 230, MONTPELIER, VERMONT 05602
Phone: (802) 793-1850 Email: jaywhitevt@gmail.com

ROYALTON MUNICIPAL BUILDING

CONSTRUCTION MEETING #10

Date of Meeting: July 1, 2015

MEETING MINUTES

Attendees: Phil Gates, Selectman
Larry Trottier, Selectman
Karmen Bascom, Royalton Town Clerk
Rose Hemond, Royalton Administration and Finance Manager
Jo Jo Lerasseur, The Herald of Randolph
Patrick Redden, Upland Construction
Jay White, Architect

SCHEDULE: Project is on schedule.

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.

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

July 1: Rose, Police Department and the Selectboard approved the schedule and Jay has spoken to Daniel Boone (locksmith) about changes in the purchase order from what was requested in 2011 when the Town was considering modifying the Crawford building instead of building this new one. Jay will pursue any price modifications in keying with Daniel and obtain approval from the Selectboard if any increase in cost is proposed by Daniel if the request for additional hardware keying (if any) seems reasonable to Jay.

9.5 Jay reviewed and approved the HVAC design as meeting the performance specification required. But since that design does not have a unit directly in the holding cell or the interview room, Jay wants to add back in the fan that would handle those two rooms and keep them in negative pressure that he thought might be able to be omitted with the new HVAC system.

July 1: Recommendation to add back in the \$565 deducted in Change Order #1 is approved.

Pending Change Order #2 will include:

Add \$1104 for additional blocking at soffits, which is net increase from deleting the contracted blocking and adding more blocking to assure soffit boards don't sag.

Add \$565 to put back in the contract the ventilation system for the holding and interview rooms since the approved air conditioning design will rely on this original design to assure proper air changes in those two room.

NEW BUSINESS:

10.1 Jay gave a tour of the building. Consensus is that the town officials present all like the building as it is designed.

10.2 Rose said Treasurer would like to have place for people to pay taxes without coming inside her office, either by having a Dutch door or a different sidelight design to allow this. Jay wants to discuss this with her at the July 8 meeting, and wants to confirm if a partial wall inside her office to separate the public from the staff might be a better solution.

10.3 Patrick asked how long form work should stay in place for vault ceiling. Ina told Jay on July 2 that it should be in place at least two weeks. Patrick will inform Jay a couple days in advance of when slab reinforcing will be installed so he can look at it before it is poured.

POST MEETING NOTES:

10.4 Rose told Jay that since the Town recently changed from an elected Clerk to a Selectboard-appointed Clerk, they will be able to omit the workstation planned for outside her office. She would like to use that space for a larger break area, that could also be used for some staff meetings if there is no or minimal cost increase to do so. Jay submitted a proposed design on July 6 that would relocate the break alcove wall, but do so in a stepped fashion so as not to lose daylight into the corridor. The proposed design change would also omit the installation of four electrical outlets and one data outlet that would no longer be needed. Jay thinks this deduction in electrical cost will offset the increase in carpentry cost to move the wall at the break alcove area. We will confirm at the next meeting.

NEXT JOB-SITE MEETING: 10:30 AM, July 8, 2015