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ROYALTON MUNICIPAL BUILDING

CONSTRUCTION MEETING #14

Date of Meeting: July 29, 2015

MEETING MINUTES

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

SCHEDULE: Patrick will update the bar chart schedule, as they have shifted the completion of some items, in part due to sub-contractor schedule. Completion date is still the same plus two weeks extra time we will allow for the addition blocking approved at the eaves.

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.

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. Approved.

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. Approved.

Add \$2973 to change wall at Break Room due to removal of planned work station and also add a low wall with plastic laminate cap in the Treasurer's office.

July 22. Concept approved. Final price may be adjusted slightly to upgrade from melamine to MDO plywood on the public side of the Clerk counter and the Treasury wall.

Add outlets at Police Copy Station, Recessed Outlet 6' above floor for Police Security monitor to be mounted on wall shared restroom, facing Police Officers area. Add GFI Outlet at water coolers. Add outlet at Treasurer's new low wall on staff side only. Add emergency lights in restrooms requested by Fire Marshall. (Price to be determined.)

Change the carpet tiles now in the contract at the Lister's Office and the Break Alcove to the same tile used in the restrooms, which is: Mohawk Resilient Flooring, "AD007-T014, Thai Mountain". Change carpet at Police Entrance to the specified walk off matt carpet tiles.

13.1 Rose is pursuing a proposal from Ken Hathaway at Systems Plus to make final connections for data and telephone at both ends of cables installed by GC. (Per Addendum #3 in the General Construction Contract:

Install two CAT6 data/computer plus one telephone jack in a box at each of the 27 locations marked on Sheet E101 Power, Data and Furniture Plan. Provide homerun cables back to the telecom back board in Room 110 with no final connections at either end."

13.6 Patrick will get a sample of the proposed maple cabinet doors.

NEW BUSINESS:

14.1 Rose gave Jay the cut sheets of the two units of new records book shelving Town will purchase and have installed in the new vault. Attached is a new vault plan showing where Jay thinks the new shelving and two ballot machines Clerk Karmen Bascom said need to be stored in the vault.

14.2 Cove Base Trim color will be 4" Roppe #147 Light Brown" in all areas where vinyl base is specified.

14.3 Patrick said Fire Marshall asked about the Energy Efficiency Compliance Statement that is to be posted in the vicinity of the HVAC Equipment or the Electrical Service Panel. It is attached.

14.4 Upland Progress Payment #3 was approved and copies distributed.

POST MEETING NOTES:

14.5 Jay made a site visit on July 31 to review vault reinforcing and found it to appear to meet the specifications. Pour for walls and ceiling will be August 3. Platform to support card files to raise them off the floor will be poured later, since form for vault ceiling is in the way now.

14.6 Assistant State Fire Marshall Jay Moody was on site Friday and met with Patrick and Jay. He said he is satisfied with all issues and confirmed that it is okay to install the cabinet unit heater in the Police Vestibule under the fire alarm panel.

14.7 Jay and Patrick reviewed siding installation. It is proceeding as specified, following Hardy Siding manufacturer's recommendations regarding expansion space.

14.8 Jay asked Patrick to assure roof edge banding does not bend out at overlap. Patrick said he will fix this by bending it back or adding a white aluminum finish nail to avoid a shadow where the overlap occurs.

14.9 Jay went over to meet with John Breault about the Drug Drop Off box installation as the cabinet unit heater in the vestibule makes it crowded if Drop Off box is there, too. John said it is much better if box can be installed in the coat alcove area, with access for the public through the wall. Jay checked the measurements and found it will just fit as requested according the attached drawing detailing the box installation. Decision is to not move the curved sign now attached to the box that makes it too wide for the desired installation. John said they will put the same information on a wall sign above the box.

NEXT JOB-SITE MEETING: 10:30 AM, August 5, 2015

Attachments:

A. Revised Drawings E101 (This attached illustrates where shelving will be installed in the vault by the Owner, where new electrical outlets are requested and how the Drug Drop-off Box will be installed.)

B. Energy Compliance Certificate