

JAY WHITE, ARCHITECT, PLC

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ROYALTON MUNICIPAL BUILDING

CONSTRUCTION MEETING #9

Date of Meeting: June 24, 2015

MEETING MINUTES

Attendees: Phil Gates, Selectman
Rose Hemond, Royalton Administration and Finance Manager
Daniel Pitman, USDA
Andrea Ansevin-Allen, USDA
Joe Boyd, Lake Sunapee Bank
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.

June 26: Jay looked at the locksets at Boone Locksmith Shop. Some items in the original purchase order were not in the boxes, and some items not requested were in the boxes. Jay prepared a proposed keying schedule for approval or adjustment by Rose, the Selectboard and Police Chief Bob Hull, which was sent to Rose on June 28. Once that is approved, Jay will pursue getting the correct locksets from Boone Locksmith Shop. Cost appears to be similar to the original purchase order, with some adjustments related to keying requirements and three additional lever locksets.

8.6 Patrick want to modify blocking at soffit to omit the piece attached to each rafter to avoid end grain installation and instead add blocking to support all sides of the soffit board.

June 24: We agreed to add the blocking to assure that the soffits would not sag over time at a total net cost of \$1104 per Upland Proposal presented and approved today.

8.7 Patrick confirmed that all soffit boards will be pre-painted as specified. We agreed it is okay use solid soffits and exterior ceilings where ventilation is not required due to it being vented into the attic space, which is well-vented in the design.

8.8 Patrick confirms status of septic and leach field installation is that it will be installed in late summer or fall, rather than in May as originally scheduled. This is acceptable to the team, and nothing has been invoiced related to septic and leach field installation.

NEW BUSINESS:

9.1 Patrick suggested that he set the gable walls between the roof a foot more to the exterior to reduce the cantilever to 3' instead of 4'. We agreed to this change in detail.

9.2 Jay and Daniel agreed that Jay will send an email of field visits when he does not list the results of that visit as a post meeting note, which will usually be the case. Jay will also send copies of the minutes to Daniel as well as Andrea at USDA.

POST MEETING NOTES:

9.3 On June 26, Jay made a subsequent site visit to review general progress, blocking and eave details with Patrick. Jay also saw that the windows are stored on site and ready to be installed. The vault walls are laid up to their full height. Roofers are finishing installing the roof sheathing on the north end. Ice and water shield covers most of the roof sheathing. Patrick said vault wall reinforcing bars will be fed down from the top prior to filling the cores of the blocks with concrete, and we can see that there is space to do that from the attic.

9.4 Bottom mat of steel in the vault ceiling will be increased from #4 to #5 bars or #4 bars will be placed 8" o.c both ways instead of 12" o.c. both ways. This is a result of Jay's correspondence with Ina Hladky, the structural engineer. Ina confirmed that vault ceiling would be okay as specified as it was designed to have 25psf loading, but Jay is concerned that the 2-hour rated assembly added in Addendum #1 as requested by the Fire Marshal will take up most of this margin, so Jay wants to boost it as Ina suggested to not reduce the margin of safety in her original design. (Only the bottom mat of steel is an issue because it is in tension. The top mat is in compression, which is easily handled by the concrete around the steel.)

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. Therefore Jay recommends that we put back in Change Order #2 the \$565 we deducted in Change Order #1 for this system. Patrick suggested we could have a fan in each room controlled by a motion detector, but Jay prefers the continuous fan operation specified on page 118 per the HVAC engineer's design as it will be better and quieter, and often we will want ventilation through those rooms when there is not an occupant in either room.

NEXT JOB-SITE MEETING: 10:30 AM, July 1, 2015