

**Royalton Memorial Library Project  
Pre-Construction Meeting  
04/18/2019 at 10:30 at the Royalton Town Office**

**PRE-CONSTRUCTION MEETING #1**

**Date of Meeting:** April 18, 2019

**MEETING MINUTES**

Attendees: Rose Hemond, Town Administrator  
Cynthia Dalrymple, Library Trustee  
Theresa Manning, Library Trustee  
Louise Clark, Library Trustee  
Pam Levasseur, Assistant Library Director  
John Dumville, Library Trustee  
Patrick Redden, Upland Construction  
Jay White, Architect  
Ezra Morency, Clerk of the Works

**NEW BUSINESS:**

1.1. Patrick gave Cynthia a notification that states there is lead in the building. This notification is a requirement as per EPA regulations

1.2 Patrick will provide advance notice to the town and library as to when the building will need to be closed to the public due to construction.

1.3 Jay reviewed the history of the Royalton Memorial Library Renovation Project. He explained that this project was much larger in scope a year ago. Jay, Patrick and the library trustees worked for about a year to redesign the project to align with the originally agreed upon cost estimate

1.4 Jay suggested that the group go through the clerk of the works concerns and questions about the renovation project. (Please see attachment to these notes.)

1.5. Rose will send Ezra a copy of the Harper Environmental Report, a copy of the library grant agreements and a copy of the Upland Insurance Certificate.

1.6 A pending change order was discussed with a reduction in costs. Jay will retain this information and write up an official change order once there are more items to add to the project cost.

1.7 It is okay for contractor to work all hours and days. Normal work day is 7:00 to 3:30.

1.8 Rose will discuss the diesel fuel tank on the side of the Fire Department Building with the Selectboard on 04/23/2019. Patrick requested the fire department move the tank and was told it will not be moved. It presents a hazard to those working in that area.

1.9 Jay will provide a drawing to Rose of the redirected sewer line from the neighbor's house to be recorded in the land records along with a letter approving this change. Rose will draft a letter and Cynthia will present the letter to the homeowner.

1.10 Patrick will remove sidewalk steps placed in front of what will be the old entrance to the library for no charge.

1.11 Patrick will contact EC Fiber and Green Mountain Power to move lines near the library. He will contact Royalton Water Department Manager Wayne Manning to locate the water shut off at the library.

1.12 Patrick will submit Request for Payment prior to the last Tuesday of each month. Jay and Ezra will review so it can be processed at the last Tuesday of the month meeting. Jay will notify Rose and Cynthia by email of the amount of payment he will approve for that month, which normally will be the full amount requested. Upland will deduct the 10% retainage as contracted.

1.13 Ezra will be doing a walk- through of the library building with Patrick on 04/30/2019

1.14 Royalton Memorial Library Project Groundbreaking Ceremony will be 04/29/2019 at the library at 10:30am

1.15 Jay will update construction plans and change the date on those pages and send them to Ezra.

1.16 Job meetings will be held every Tuesday at 10:30 at the Royalton Town Office. Ezra will make site visits between job meetings as necessary. Jay will also be on hand for project concerns and revisions.

**NEXT MEETING: 10:30 AM, May 7, 2019 at the Royalton Town Office**

**Meeting notes prepared by**

**Town Administrator Rose Hemond**