



OWNER REPRESENTATION | CLERK-OF-THE-WORKS | BUILDING INSPECTION
 COMPREHENSIVE PROJECT MANAGEMENT | ESTIMATING AND SCHEDULING

06.25.2019

MEETING MINUTES

Attendees: Jay White, Patrick Redden, Cynthia Dalrymple, Theresa Manning, John Dumville, Ezra Morency

SAFETY

1. PPE
 - a. All are wearing the proper PPE
 - b. Harnesses being worn on the roof
2. Not leaving tools and construction material around job site
 - a. No problems. Clean and Organized
3. Tie wall brackets into the new wall at existing building on both sides

PROGRESS

1. Roof framed and sheathing almost complete
2. Weather proofing roof is taking place
3. Wiremold will be used in the Vault. Not an extra cost
4. 4 Upland Construction on site

DESIGN

1. Email from Jay about Fire Alarm, Lights and Fan
 - a. New Fan, remote controlled, no switch wiring required for the fan
 - b. New 5' Fan need to price (Jay)
 - c. 3 Existing Lights changed to Type B (Room 206) Better light and do not have to meet historical guidelines in that room. This might be a cost increase.
 - d. Jay specify cover for existing fan junction boxes
 - e. Jay clarify electric plan. Update for desks in vault, switch placement
2. Cynthia asked for another outlet. Because 2 desks will be used in the vault area, it will now be an office as per plan
 - a. Library asked how will vault feel (dampness) once move in?
 - b. Explained about concrete being like a sponge, construction zone now,
 - c. Once insulation goes on the floor, air circulates, closed off from outside, heat
 - d. It will "feel" more comfortable

SCHEDULE

1. OK

UPLAND CONSTRUCTION

1. Submittals to Jay for Rinnai heat. Jay can see the size and locate them in the proper place



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JAY WHITE

1. As Builds for: (waiting for Patrick to give marked up drawing)
 - a. Underground utilities
 - b. Updated framing plans

LIBRARY

1. Move out of room big file cabinet
2. Discussed with Jay about bench that they will pay for directly and bring in a separate contractor to install
3. IT contractor come by and discuss with Patrick (Ray Ballou)
 - a. Library will pay for IT separately and directly

OPEN

1. Jay proposed a new plan for the plaques. He will come back with pricing for aluminum black anodized "Tracks"
 - a. Aluminum Channels/ Tracks 3/4" x 3/4" \$350 (not drilled)
 - b. Countersink \$100
 - c. Plaques \$20/each
 - d. Installation ?
 - e. Jay will get a complete price by next Tuesday
 - f. Patrick will install 1/2" plywood on entire wall behind the drywall for mounting (at second landing of stairs)
2. Send approved shop drawings to VIS
3. When roof is being stripped and re-shingled may have to close down the Library
 - a. Patrick may be able to do it without shutting the Library down for a few days
 - b. Still to work out the details
4. Patrick asked: Can switch electric and elevator room?
 - a. Jay said ok
 - b. Patrick discuss with Elevator contractor if possible DONE
 - c. Patrick asked contractor to visit site to confirm
 - d. Change 2 doors on ground level to 6'-8" (Elevator room, Electrical equipment room)
 - e. Emergency Exit door has to be 6'-8"
 - f. Submittal for hardware send to Jay
 - g. Reduce the width of Electric and Elevator Equipment Room Doors (2'-8")
 - h. Lock on Elevator Equipment Room
 - i. Store room lock on Electric Room (same as Elevator Equipment Lock)
5. Confirm size dumpster pad needed
 - a. Ask Town about dumpster service (EZRA)
 - b. Or talk with Fire Department using it jointly



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Jay will not be here 7/16-7/24. John will be away 7/7-7/14. Cynthia and John will be away 7/23.

BUDGET

Original Contract Sum:	737,451.00
Concrete Cutting Up Charge:	2000.00
Windows: Change to standard finish	-700.00
Windows: Change to standard hardware	-2000.00
Steel beam/posts not required below Main Floor Arch:	-500.00
Credit Electric baseboard heat	-2582.00
Elevator Model Change	-3054.00
Earthwork revised quote Northwoods vs Peeler	-14,950.00
Add 12" Cellulose at existing Attic	1840.00
Add 3" Sound insulation between floors	3450.00
Add Automatic door opener (handicap paddles)	3220.00
Add Concrete dumpster pad	1380.00
Add Electric baseboard heat at Vault area	1035.00
Temp Electric Service	977.74
Upgrade Electric Service to 300 amps	2180.00
Add Rinnai Backup Heaters	11960.00
Total Savings:	-23,786.00
Total Upcharge:	+28,042.74
Total Change Orders:	4256.74
Upland Original Contingency:	19,550.00
Total Change Orders:	- 4,256.74
Upland Adjusted Contingency:	15,293.26
Total Cost of Project:	737,451.00



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Library Contingency:

Add 3 window seats
Granite Corner Stone:
Plaques:
Bench:
IT:

2070.00
Library Pay Directly

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