



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

07.09.2019

MEETING MINUTES

Attendees: Jay White, Patrick Redden, Cynthia Dalrymple, Theresa Manning, 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

PROGRESS

1. Meeting minutes 07.02.2019 from last week (APPROVED)
2. Roof shingled almost fully capped
3. Windows came and being installed
4. Window bucks adding to for nailing flange
5. Weatherproofing window bucks
6. Stairs done (roughed in)
7. Electrical rough in
8. Plumber start tomorrow, fixed water line yesterday
9. 4 workers from Upland Construction on site

DESIGN

1. Lights
 - a. 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. (Patrick)
 - b. Jay specify cover for existing fan junction boxes, canopy (started not complete)
 - c. Make sure there are 2 data jacks
 - i. Discuss with Ray IT
 - d. Accent lighting price and options?
 - i. Jay give spec to Patrick to price, 3000k, Bronze color
 - ii. (APPROVED) spec from Jay, but still need price
 - iii. 8' track
 - iv. 3 heads
 - e. Electrical Contractor possibly has discrepancy in his contract with the smoke alarms. He thinks there are ones being added, but they are all listed in the specs. Patrick will look into this with the contractor.
 - f. Donor signage lettering Font what kind?
 - i. Keep at Times New Roman (APPROVED)
 - g. Lighting for equipment rooms, strip lighting
 - i. To be determined



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

- h. Talked about lights and book rack placement on main floor, possibly different layout with racks
 - i. For lighting concern that lights will be over racks, may not give enough light beyond the racks
 - ii. Lights are more than double the size of the existing lights
 - iii. Wheelchair access was already drawn in the plans
 - iv. There are 2 lights that are 2', maybe make all 3' like the rest
 - v. Still to discuss and decide
- 2. Front entry door (design intent wood door painted red)
 - a. ½ glass, fiberglass fir wood grain, not painted but stained natural, one panel glass, 2 "wood" panels below
- 3. Stairs
 - a. Maple 5/4" thick, to match the maple flooring, stained and clear coat in place
 - b. Jay will get spec from Library in Wakesfield about runner inset into treads
 - c. Jay will give to Patrick to price

SCHEDULE

- 1. OK

UPLAND CONSTRUCTION

- 1. Submittals to Jay for Rinnai heat. Jay can see the size and locate them in the proper place (still not complete)
- 2. Invoice submitted
 - a. Jay needs to breakdown Library/Town
- 3. Labor and Materials Price for Accent Lighting Donor Wall (separate line item, Library pay for)
- 4. Sister joists where electrician drilled through the middle of the joists
 - a. Jay will look at and send out recommendation
- 5. Elevator equipment room moved header for stair

JAY WHITE

- 1. Layout for donor plaques to supply to Library for control of writing on plaques. Form to fill out. That can be emailed out to everyone to fill out. (DONE)
- 2. Price for accent lighting (line item, separate from contract) (PATRICK)

LIBRARY

- 1. Contact about IT
 - a. DONE coming today
- 2. Corner Stone will arrive next week, has not shown up yet



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

OPEN

1. Jay proposed a new plan for the plaques.
 - a. New option: 1" black plastic tracks, new pricing for next week
 - b. (APPROVED) \$2986.00 see Library Contingency below
 - c. Timing: need names and words by end of September
 - d. Cynthia will contact the manufacturer Tom Juiffre
2. Send approved shop drawings and submittals to VIS (being done regularly)
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. Trash
 - a. Library proposed Plastic shed 4'x8' to be placed by fire house
 - b. No need for a concrete pad. But stone base would be needed.
 - c. Or place on West end of Library
 - d. Door on either end? Check on
 - e. Still undecided
5. Ray for IT came by discussed what is needed
 - a. Gave him a set of plans to mark up
 - b. He will have price by next week

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.



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

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 |



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

Library Contingency:

| | |
|-----------------------|----------------------|
| Add 3 window seats | 2070.00 |
| Granite Corner Stone: | Library Pay Directly |
| Plaques: | 2986.00 |
| Bench: | |
| IT: | |
| Fan: | 571.00 |
| Trash Receptacle: | |

Ezra Morency
 603-481-3829
 emorency@viscc.com
 VIS Construction Consultants