



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

07.02.2019

MEETING MINUTES

Attendees: Jay White, Patrick Redden, Cynthia Dalrymple, Theresa Manning, John Dumville, Pam Levasseur, 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
4. Staging Planks continuous and tied down so it doesn't lift up or people fall off
5. Are you moving the staging up for the roof?
 - a. No, leaving at that height
 - b. Use lift to bring shingles up

PROGRESS

1. Roof weathered in
2. Soffit and fascia and roof edging done
3. Window bucks done
4. Weatherproofing window bucks
5. Stairs going in
 - a. Patrick Have to go over a couple things with Jay
6. 4 workers from 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) (Done)
 - c. \$571.00 wood with black metal, Model# 3MAVR60BK
 - d. Library pay for the fan out of their contingency
 - e. 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.
 - f. Jay specify cover for existing fan junction boxes, canopy (started not complete)
 - g. Jay clarify electric plan. Update for desks in vault, switch placement (Done and Approved)
 - h. Make sure there are 2 data jacks
 - i. 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.



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SCHEDULE

1. Little setback with brick
2. Cast Stone lintels behind. Will not be ready till third week this month.
3. But not critical path. Still many other items to do that can be done. Will not affect the overall schedule.
4. Next week start rough in plumbing and electrical
5. Shingle roof of addition and start frame of entry roof

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 bring next week
3. Labor and Materials Price for Accent Lighting Donor Wall (separate line item, Library pay for)

JAY WHITE

1. As Builds for: (waiting for Patrick to give marked up drawing) (DONE)
 - a. Underground utilities
 - b. Updated framing plans
2. 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.
3. Price for accent lighting (line item, separate from contract)

LIBRARY

1. Leave big file cabinet
2. Leave lighter color shelves on wall for supply room. Paint with gloss paint.
3. Remove dark wall shelves
4. Contact about IT
5. Corner Stone will arrive next week

OPEN

1. Jay proposed a new plan for the plaques.
 - a. New option: 1" black plastic tracks, new pricing for next week
 - b. Patrick will install ½" plywood on entire wall behind the drywall for mounting (at second landing of stairs)
 - c. Jay will look into accent lighting for donor wall
 - d. Accent lighting on the same switch as the stairwell light. Turn on at the same time with the stair lights
2. Send approved shop drawings to VIS (being done regularly)



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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? (DONE)
 - a. Jay said ok
 - b. Patrick discuss with Elevator contractor if possible (DONE)
 - c. Patrick asked contractor to visit site to confirm
 - d. Submittal for hardware send to Jay
5. Confirm size dumpster pad needed
 - a. Email from Ezra about trash
 - b. Library proposed Plastic shed 4'x8' to be placed by fire house
 - c. No need for a concrete pad. But stone base would be needed.
 - d. Possibly put snow stops on fire house roof
 - e. Library will look more into this option
 - f. Or place on West end of Library
6. Door to electrical room does not need to be fire rated (DR#5)

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.



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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:

Fan:

Trash Receptacle:

2070.00

Library Pay Directly

571.00

Ezra Morency

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