



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

07.16.2019

MEETING MINUTES

Attendees: 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

PROGRESS

1. Meetings Minutes Approved from last week
2. Shingling existing roof
3. Mason was here yesterday wash down brick to get a better match
4. Temporary Main door will be installed with the correct actual frame; to be able to start masonry
5. Discussed roof re shingle.
 - a. Not do front till they finish the access from the new addition
 - b. Not till they complete the addition to the point the Library can move over there and setup
6. Do South side re shingle next week
7. Bathroom make ADA compliant 56" and 60"
 - a. Possibly move main vent stack placement, so it won't be visible in either room
 - b. Hide in the wall
8. Meter socket is here
9. Stairs discuss safety tread
10. Invoice discussed
 - a. Need to discuss further with Jay and flush out to correction when he gets back
 - b. Fix before next invoice
11. IT discussed
 - a. Cynthia talk EC Fiber first, to see what they will and won't do
12. Joists to be added to where they were drilled improperly PCO
13. Pricing for sidewalk or pavers to Trash Receptacle
 - a. This will make it easier to access the trash
 - b. Access via the concrete or pavers instead of walking on grass
14. 3 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. Lighting for equipment rooms, strip lighting
 - i. To be determine
 - g. 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
 - b. Need a Formal proposal stained natural not painted
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
2. Plumber here installing
3. Still workout condensation and line sets placement
4. Excavator back next week



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UPLAND CONSTRUCTION

1. Submittals to Jay for Rinnai heat. Jay can see the size and locate them in the proper place (still not complete) (DONE)
 - a. Placing of them needs to be done by Jay
2. Labor and Materials Price for Accent Lighting Donor Wall (separate line item, Library pay for)
3. Sister joists where electrician drilled through the middle of the joists
 - a. Jay will look at and send out recommendation (DONE)
 - b. Add extra joists next to the existing joists
 - c. Need a price for labor and material
4. Elevator equipment room moved header for stair (DONE)
5. Price Tread Inserts compared to Proposed spec of Rubber runner

JAY WHITE

1. Make formal proposal/submittal that Main door will be stained natural not painted
2. Place Rinnai Heaters

LIBRARY

1. Contact about IT
 - a. Contact EC Fiber about what they provide and what they will and won't do
2. Corner Stone will arrive next week. It is here now (DONE)

OPEN

1. Plaques
 - a. Timing: need names and words by end of September
 - b. Cynthia will contact the manufacturer Tom Juiffre
 - c. DONE
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

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
Additional Joists sistered onto drilled joists		
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	2070.00
Granite Corner Stone:	Library Pay Directly
Plaques:	2986.00
Bench:	
IT:	
Fan:	571.00
Trash Receptacle:	
Accent Lighting for Donor Wall	

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