



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

07.23.2019

MEETING MINUTES

Attendees: Patrick Redden, Theresa Manning, Paul Simon, Pam Levasseur, Ezra Morency

SAFETY

1. PPE
 - a. All are wearing the proper PPE
2. Not leaving tools and construction material around job site
 - a. No problems. Clean and Organized

DISCUSSED

1. Meeting minutes from last week approved 07.16.2019
2. Brick Sample
 - a. L10A is picked to match existing mortar color
3. IT
 - a. Electrical contractor run data 4 WAPS
 - b. Price for equipment: WAP and distribution panel
 - c. Price for jacks and connections
 - d. VIS Call Mark T
4. D Box placement in conference room
 - a. Maybe move to opposite wall by the double door into the room
 - b. Move to "hallway" space between double doors and post
 - i. This option would also close in electrical coming through concrete
5. Bathroom plumbing stack moved to be located in the wall
6. Sidewalk to trash price
7. Joists added price
8. Stairs safety tread price
9. Bathroom ADA compliant Jay Check
10. Do South side re shingle when?
 - a. Maybe this week, tomorrow
11. 3 workers from Upland Construction on site
12. Electrical contractor onsite
13. Plumbing contractor 2 onsite
14. Close off base of stair?
 - a. Discuss next week
15. Projector screen next to TV
 - a. There is enough room
16. Meet next Tuesday about Fire Alarm pricing with Electrical Contractor first at the meeting
17. Water fountain at Childrens make child ADA?
 - a. Will the other be compliant at regular ADA



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. 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
 - d. 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.
 - e. Lighting for equipment rooms, strip lighting
 - i. To be determine
 - f. 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. Still workout condensation and line sets placement



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OPEN

1. Send approved shop drawings and submittals to VIS (being done regularly)
2. 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
3. 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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ACTION ITEMS 07.23.2019

UPLAND CONSTRUCTION

1. Send picture of L10A brick sample to Jay for approval
2. Labor and Materials Price for Accent Lighting Donor Wall (separate line item, Library pay for)
3. Price Tread Inserts compared to Proposed spec of Rubber/Vinyl
4. Price for Electrical contractor to run data lines
5. Price sidewalk to trash or pavers
6. Price Joists added to drilled ones
7. Price for changing of existing lights in the History room
8. Install blocking for TV mount and pulldown screen

JAY WHITE

1. Make formal proposal/submittal that Main door will be stained natural not painted
2. Locate Rinnai Heaters on plan
3. Close in bottom of stair?
4. Pulldown screen dimensions
5. Water fountain ADA requirements for children and adults
6. D Box location for mini-splits
7. Brick sample approval

LIBRARY

1. Contact about IT
 - a. Pricing for different aspects based on document made up by VIS
2. Make a decision about the trash receptacle
3. TV dimensions and location for blocking

VIS

1. Contact Mark Townsend



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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	
Change of Existing Lighting in History Room	

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 VIS Construction Consultants