



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

08.27.2019

MEETING MINUTES

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

SAFETY

CONTRACTORS ON SITE

1. 2 Drywallers on site
2. 1 Upland Construction

TO DISCUSS

1. Adding a data line to the West of the book drop on Ground level
 - a. This is for a desk and a computer stationed here for book checkout for children
 - b. The Library had always had it at this location, it was just not drawn in.
 - c. Library will pay for additional data line and labor
 - d. Library needs to tell Key Communications about the additional data jack
 - e. Peter of Upland Construction was informed. Him and the Electrician started adding the additional data line.
 - f. Jay will redraw plans for the desk on ground level
2. Additional coat rack locations
 - a. Finalize
 - b. See if ok in the entry vestibule
 - c. Pegs for coat racks. Not shelves and rod
 - d. One lower and one higher peg board in Children Area?
 - e. One peg board in Entry Vestibule?
 - f. This was all finalized and Jay will redraw
3. Furniture layout
 - a. Maybe 4 little tables on wheels in Children Area; that would be placed around the structural post that is remaining?
 - b. Maybe place a bench and some Chairs at East end of 2 floor in the 4 bookcase area (63" x 22")
 - c. Rolling kids bookshelves place in children area
 - d. This was all finalized and Jay will redraw
4. Should we have the meetings at 10 am now?
 - a. We are still there now when the Library opens
 - b. YES
5. Price for electrical contractor to run data lines
 - a. Not received yet
6. Price for changing of existing lights in the History room
 - a. Not received yet



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7. Main Room Lighting new layout
 - a. Not received yet
8. Benches outlets on one side of bench
 - a. Patrick price child tamper proof outlets in all locations in children's area (109)
 - b. Not received yet
9. Breakroom floor
 - a. Possibly do the whole floor level of existing concrete floor; because the floor is very uneven
 - i. Would be very costly to shim the whole floor
 - ii. Dead spaces would be below the rigid insulation
 - iii. Not received yet
10. Fire pack outlets into elevator shaft
 - a. Will be done on 08.14.2019
 - b. Fire pack from inside needs to be done
11. Wainscot to cover up concrete
 - a. Patrick price
 - b. Drywall with wood cap painted to match the window sills
 - c. Match window sill
12. Bench for reading area on upper level
 - a. Wall bracket mounted table, no legs
 - b. 19" deep with 18" x 18" brackets
 - c. White oak or red oak Patrick price
13. Patrick price book racks
 - a. One additional one for the Main room to match the short one (5'-5-1/2", with a matching small front bookcase)
 - b. 5 book racks for the addition (5'-5-1/2")
14. Furniture layout
 - a. Library will discuss with the board
 - b. Discussed and have a plan
 - c. Jay will bring updated plan
15. EC Fiber is requesting the conduit to be cut so the cable can be run from the pole to a junction box on the outside of the building.
 - a. Then additional conduit would go from this junction box to the inside of the building
 - b. Patrick will take care of this (DONE)
16. Talk of additional parking, right of way drive to the South of the building
 - a. Jay will put on new drawing to discuss
 - b. Patrick will shoot elevations
17. Cynthia gave Ezra the Scope of Work for HUD
 - a. Ezra will scan and send copies to Patrick and Jay (DONE)
18. Make Concrete Pad bigger at entrance to include the book drop
19. Possibly move fire exit to South side instead of North side
 - a. Patrick will shoot elevations



20. Not use the cart that comes with book drop. Too much money. Patrick will price making one
21. Floor color “somerset golden oak” for ground level?
 - a. Jay will bring sample of vinyl floor next week for ground floor
 - b. Do plain maple on upper floor; finish is clear maple no stain
22. Reframe ceiling above stair to allow 6’-8” headroom at ground level ceiling
 - a. Angle ceiling to match the slope of the stair
23. Adjust wall at entrance vestibule and entrance roof
 - a. To allow roof coverage for the book drop
 - b. Lower book drop for handicap accessibility
 - c. Remove weep holes above book drop, so it will not leak into book drop and building
 - d. To match the drawings for the entrance posts and trim detail above door
 - e. To not allow the roof drainage to land on the concrete walkway
 - i. and have splash up
 - ii. or drain on the book drop
 - iii. or drain on people walking to the trash
 - iv. or drain on people entering the Library

JAY WHITE

1. Jay will revise plans for swing of door into Office (it will now be LHR)
 - a. Revise door schedule to reflect the change (DONE)
2. Jay will revise plans for:
 - a. emergency exit light at main level in stairway location
 - b. for furniture layout
 - c. for coat racks
 - d. for added data line
 - e. for the vestibule wall being moved

LIBRARY

1. Talk with Historical Society about walk and drive
2. Add a router for IT

TOWN OF ROYALTON

SCHEDULE

OPEN

1. Send approved shop drawings and submittals to VIS (being done regularly)
2. Need suggestions for hanging pictures
3. Remove picture hanging rail in main room

Jay will be gone 09.10.2019



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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	
Additional joists added to strengthen old joists	
Additional emergency light	
Adjusted Fire Alarm pricing	
Breakroom add concrete to make level	
Additional Locks and Doors	
Additional Framing/Drywall for Distribution Box / Heat Pump	
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
IT:	2344.13
Fan:	571.00
Trash Receptacle:	549.00
Accent Lighting for Donor Wall	
Change of Existing Lighting in History Room	
Sidewalk to trash	
New Lighting layout for Main Room	
Child Tamper Proof Outlets	
Switch sink location with water fountain location (109, 112)	

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