



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

09.03.2019

## MEETING MINUTES

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

## SAFETY

## CONTRACTORS ON SITE

1. 1 Electrician
2. 2 Upland Construction

## DISCUSSED

1. JAY redraw plans and look over for the following:
  - a. Furniture layout
  - b. Remove tables at childrens' area
  - c. add 2 rail sections the Library has stored in attic; to define kitchen area
  - d. add bump out for post at elevator
  - e. add book shelves in children's area
2. PATRICK pricing for:
  - a. Price for electrical contractor to run data lines
  - b. Price for changing of existing lights in the History room
  - c. Main Room Lighting new layout
  - d. Benches outlets on one side of bench
  - e. Patrick price child tamper proof outlets in all locations in children's area (109)
  - f. Breakroom floor and existing concrete floor
  - g. Wainscot to cover up concrete
  - h. Moving sink to other wall
3. Fire pack outlets into elevator shaft
  - a. Will be done on 08.14.2019
  - b. Fire pack from inside needs to be done
  - c. Patrick price
  - d. Drywall with wood cap painted to match the window sills
  - e. Match window sill
  - f. price book racks
  - g. Bench for reading area on upper level
  - h. Wall bracket mounted table, no legs
  - i. 19" deep with 18" x 18" brackets
  - j. White oak or red oak Patrick price



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

4. 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
5. Make Concrete Pad smaller at entrance so the drip will not splash on concrete
6. Possibly move fire exit to South side instead of North side
  - a. Patrick will shoot elevations
7. Not use the cart that comes with book drop. Too much money. Patrick will price making one
8. Floor color "Rock Maple Medio" Tarkett for ground level
9. Reframe ceiling above stair to allow 6'-8" headroom at ground level ceiling
  - a. Angle ceiling to match the slope of the stair (DONE)
10. 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
  - f. Move roof back to posts
  - g. Wall has been moved (DONE)
11. Bench location
  - a. East of entrance walkway (fire station side)
  - b. Stone base and foot placement area
12. Wall colors Jay will propose
13. Trim color in spec to match window sash semi-gloss

#### JAY WHITE

1. 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
  - f. do we need a new submittal for the book drop?



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

## LIBRARY

1. Add a router for IT
2. Decide what trees. Jay recommends 10'-12' tall
3. Decision made to have Patrick make a wooden Maple book drop box on wheels
4. Adjust timer for wifi to shutoff at 9:30pm
5. Pick wall colors from Sherwin Williams Paint chart
6. Security cameras discuss with Key Communications

## 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
4. Patrick/Jay survey and make proposal for sidewalk and a new location for emergency exit
  - a. New exit location (South side)
  - b. New sidewalk location (South side)
  - c. Hardpack with a couple pavers to the door or pavers all the way
  - d. Move gutter and plexi glass to other side (from North to South)
5. Add bookcase on ground level in childrens area
6. Move coat rack in 109 to 112 on East wall
7. Possibly do the beams in main room a different color

Jay will be gone 09.10.2019



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
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



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
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)	

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