



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

09.17.2019

MEETING MINUTES

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

SAFETY

1. Ok

CONTRACTORS ON SITE

1. 1 Electrician
2. 1 Upland Construction
3. 1 Paint Contractor

DISCUSSED

1. Main Entrance Roof
 - a. Agreed to remake as originally drawn
 - b. Jay is ok with not using custom crowns
 - c. It is ok to use smaller crowns, doubled but must maintain a 45* angle
 - d. Trim out posts to match drawing
2. Main Entrance Door
 - a. Patrick will price a fir exterior door with full glass, divided light, full glass sidelights, divided light to match door
 - b. All door handles lever handle
3. Brick and Mortar possibly redo
 - a. Interior brick of opening into the existing Library
 - b. Cleanup mortar off of bricks, so that the mortar joints will be consistent
4. Ground Floor existing windows replace or restore?
 - a. Agreed to Restore the Windows not replace
 - b. Replace all rot, re-glaze as necessary
5. Smoke detector in Office where locate?
 - a. Move so it is not in the blowing area of heat pump
6. Exterior Mouldings on New windows Ground Level need to match existing, too small
 - a. Add flat piece behind moulding to simulate what was there before
7. Sidewalk redo, adjust to have 6" curb to allow easy access and present to Town Board
 - a. Drawing shows what is approved by Library
 - b. Asking Patrick to price the new sidewalk proposal
 - c. Library will propose to the Town of Royalton
 - d. Patrick will set Propane tank to allow for this possibility
8. Look at new drawings for Kitchen Cabinets
 - a. Approved
9. Look at submittal for Kitchen Sink
 - a. Approved



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

10. Look over new drawings from Jay
 - a. Entrance walkway to stairs reduce width to match inside of stone markers
 - b. Everything else was Approved
11. Review new layout and material for bookcases
 - a. Approved Oak with Honey stain
12. Finalize which windows have screens and possible modification needed to already built storms
 - a. Leave full size storms as already built
 - b. Half screens on 4 windows upstairs and 4 windows downstairs
 - c. Patrick will price to make wood screens
13. Need prices for items with ??
14. Finalize paint choices
 - a. Library approved
 - b. Will distribute to all
15. Finalize exterior Paint
 - a. Trim paint will match windows and it will be Latex
16. Finalize flooring color and material
 - a. Approved Maple Somerset flooring for Main Floor
17. Move coat rack in 109 to 112 on East wall (DONE)
18. Possibly do the existing metal beams in main room a different color
 - a. APPROVED same color and gloss as trim, Bright White Semi-Gloss
19. Price wainscot in Bathrooms "beadboard" plywood
 - a. Provide a small mockup
 - b. Top of wainscot will be the bottom of Outlet Cover Plate
 - c. Color will be the same as the trim color, Bright White Semi-Gloss
20. Library needs to Pick color for interior signage
 - a. Submittal sent by Jay and Approved
21. Jay redraw elevation of kitchen cabinets, to show more doors at smaller width (DONE)
22. Add a wall mount fire extinguisher near kitchen area
 - a. Library will do at completion on their own
23. Library look at cabinets 18" deep for room 112, with tops and doors
 - a. Jay showed samples and brochures
 - b. Library still to decide
24. Move heat pump up closer to the ceiling at West Wall of room 112
 - a. Still to do
25. Patch holes and chips in concrete in vault area before paint
 - a. Still to do
26. Move lights in vault area as located on the plans. The lights will be equal distance from the now junction box located in the middle of the ceiling. (DONE)
27. Make both decorative railings at the Kitchen Area 4' long. This will allow for greater space between the 2 railings for access. (DONE)
28. The south wall of the vault was framed out further than drawn to enclose the lolly column and have a flat wall without jogs in it. (DONE)
29. It was decided to not have an additional parking area at the South



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

30. Laminate choice for Kitchen
 - a. Formica 6626-46, Ivory Cashmere (Approved)
31. Cabinet color for Kitchen (Approved)
 - a. Debut Series Wexford
 - b. Color is Maple Natural
32. Floor color "Rock Maple Medio" Tarkett for ground level (Approved)
33. Refrigerator will be WHITE not Black
34. Book drop has been ordered on Library's account from Demco
35. Trim color in spec to match window sash semi-gloss

NOT COMPLETE YET. LEFTOVER FROM PREVIOUS MEETINGS

1. PATRICK pricing for:
 - a. Price for electrical contractor to run data lines
 - b. Benches outlets on one side of bench
 - c. Patrick price child tamper proof outlets in all locations in children's area (109)
2. Fire pack outlets into elevator shaft
 - a. Will be done on 08.14.2019, not complete yet
 - b. Fire pack from inside needs to be done
3. Patrick price
 - a. price book racks
 - b. Bench for reading area on upper level
 - c. Wall bracket mounted table, no legs
 - d. 19" deep with 18" x 18" brackets
 - e. White oak or red oak Patrick price
4. Not use the cart that comes with book drop. Too much money.
 - a. Patrick will price making one

LIBRARY

1. Decide what trees. Jay recommends 10'-12' tall
 - a. Approximate budget for the trees \$350.00-400.00 per tree x 3
2. Decision made to have Patrick make a wooden Maple book drop box on wheels
3. Adjust timer for wifi to shutoff at 9:30pm
4. Pick wall colors from Sherwin Williams Paint chart (DONE, Still need to distribute)
5. Security cameras discuss with Key Communications



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

SCHEDULE

1. New End date for Project: Around first week of December
 - a. Library has discussed with the various Grants about the schedule and asked for extensions.
2. Discussed moving into children's area when Upland moves into existing space above
 - a. Give enough notice so Library can organize help to move
3. Possible closing of Library for around a month
 - a. Depends on the schedule
4. Exterior Painting is being done
5. Concrete floor in existing space is poured
6. Interior trim and stairs being installed
7. Heat was asked about when it could be hooked up.

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
 - b. New exit location (South side) (DRAWN, DONE)
 - c. New sidewalk location (South side) (DRAWN, DONE)
 - d. Hardpack with a couple pavers to the door or pavers all the way (DRAWN, DONE)
 - e. Move gutter and plexi glass to other side (from North to South) (DRAWN, DONE)



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 and to strengthen old joists	1437.50
Additional emergency light	367.90
Adjusted Fire Alarm pricing	3187.66
Add concrete to existing concrete to make level (old section)	718.75
Additional Locks and Doors	??
Additional Framing/Drywall for Distribution Box / Heat Pump	1904.94
Add Door Hold Open at Main Stair Door	655.50
Total Savings:	-25,166.00
Total Upcharge:	+34,934.99
Total Change Orders:	9,768.99
Upland Original Contingency:	19,550.00
Total Change Orders:	-9,768.99
Upland Adjusted Contingency:	9,781.01
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	853.76
Change of Existing Lighting in History Room 206/ Utility Rooms	1655.23
Sidewalk to trash	920.00
New Lighting layout for Main Room	2234.74
Child Tamper Proof Outlets	??
Switch sink location with water fountain location (109, 112)	730.25
Wainscot at lower concrete on ground level	1288.00

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