



11.26.2019

## ROYALTON MEMORIAL LIBRARY MEETING MINUTES

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

### SAFETY

1. Ok

### CONTRACTORS ON SITE

1. 3 Upland Construction
2. 1 Painter

### DISCUSSED

1. Approve Meeting minutes
  - a. Approved except change the budget CO to reflect changes
  - b. Refer to "CO BUDGET"
2. Rinnai Vent Covers
  - a. Jay's solution: make a hanging box the width of the Rinnai and the height of the venting; that can easily be lifted off and removed.
  - b. Hang from a French Cleat
  - c. Paint to match trim color
  - d. 3-4" deep shelf with front raised edge
  - e. Height between shelves 13"
  - f. Upland Contingency
3. Radon testing and mitigation
  - a. Cynthia found out that it is NOT a requirement

### SCHEDULE

1. Elevator when will the inspection be?
  - a. 12.02.2019 Key communications will be here
  - b. 12.05.2019 Elevator installer final preparations
  - c. 12.06.2019 Inspection at 0800
  - d. Trying to have Fire Alarm inspection same day
2. Library signage when will that be removed?
  - a. Machine will be on site tomorrow to remove
3. Is HUD finished?
  - a. Has Upland completed the correction?
  - b. Still waiting for verification of adjusted wages on 12.10.2019 from Upland Construction



4. When will the sidewalk to the trash be done?
  - a. Possibly tomorrow or next week
5. When will the brick repair be done?
  - a. Scheduled for tomorrow
6. When will the caulking be done?
  - a. Have not heard back
7. When will the stone pillars be done?
  - a. Possibly tomorrow or next week
8. When does the Lite kit come for the office door?
  - a. Ordered last week
9. When is the new front entrance door coming?
  - a. Next week
10. Working on Front entrance
11. Working on Finish Painting First Floor
12. Handrail is complete
  - a. Needs staining and polyurethane
13. Attic insulation is complete
  - a. Still need to close off top of stair opening

**14. Possible Completion:**

- a. End of December
- b. Library move in January

**CO BUDGET**

1. Discuss CO's and budget
  - a. Proper allocation was discussed
2. Future CO's:
  - a. Final fix of front entrance
  - b. Items listed on the spreadsheet without any numbers
  - c. Stone Pillars
  - d. Repairs to Book Drop
  - e. 8 End Caps for purchased bookcases/shelves
  - f. Child proof tamper outlets
  - g. Added 1 "B" Light in Room 202
  - h. Add electric baseboard heat in bathrooms
  - i. Build 1 bookcase
  - j. Trees (refer to Item#20)
  - k. Chair rail in Meeting Room



3. Pam will supply the actual price for the Shades then Upland will issue a Change Order
  - a. Refer to Excel Spreadsheet “Royalton Memorial Library Project CO Budget”
4. Price for office door Lite kit
  - a. \$1035.00
5. Library talked about adding a chair rail in the meeting room
  - a. Library contingency
  - b. Painted chair rail
6. Discussed having a Library maintenance budget
  - a. Less cost and time to maintain vs waiting till too late
7. John Dumville still needs reimbursement for money spent on trees from Upland Construction
  - a. See Document “Royalton Memorial Library Project CO Budget”

#### STILL TO COMPLETE

#### *1. Items associated with Grants that need to be completed and paperwork submitted BEFORE the end of the year*

- a. Heating
- b. Elevator
- c. Historic Restoration/Preservation
- d. Enhanced Exterior Handicap Accessibility

#### **2. HUD completion**

3. Remove exterior signage
4. Finish fix to Front Entrance Roof
5. Exterior Caulking
6. Footings for Stone Pillars
7. Rebuild Stone Pillars
8. Sidewalk to Trash
9. Install Front Entrance Door
10. Install new wood rail to match existing Historic One (on exterior stair landing)
11. Paint Elevator Trim and Doors
12. Modify front door lock to be Fire Escape compliant
13. Brick repair for book drop
14. Brick repair of interior opening
15. Fire Pack outlets in Elevator
16. Fire Pack Elevator Room
17. Fire Pack Electric Room



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

18. Exterior Painting and Window repair above Stair Entrance
19. Room 206
  - a. Take down lights North and South
  - b. Put covers over boxes
  - c. Leave Center light
20. Install ADA Handicap Button for Front Entrance Door
21. Build 1 Bookcase
22. Make 8 End Caps for purchased bookcases/shelves
23. Install Lite Kit in Office Door
24. Make and install Rinnai Vent Covers
25. Build and Install Insulated Access to Attic at Top of Stairs
26. Drywall and paint Fire Escape Exit on First Floor
27. Install Kitchen
28. Install Door Hardware
29. Finish bench installation
30. Painting
31. Plumbing finishes
32. Electrical finishes
33. Install Gutter
34. Possible chair rail installation and paint in Meeting Room

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