

Cornwall Town Hall Renovations

Meeting Minutes / Notes
October 7, 2016

Attendees

Sue Johnson, Town Clerk
Ben Wood, Town of Cornwall
Jake Chaplin, Town of Cornwall
Ashar Nelson, VIA
Oakley Smith, Smith & McClain
Kevin McClain, Smith & McClain
James Needham, Smith & McClain
Sean Fierman, Smith & McClain

Absent

Stu Johnson, Town of Cornwall
Magna Dodge, Town of Cornwall
Mary Conlin, Town of Cornwall
Denny Rheame, Town of Cornwall

Prepared by: Sean Fierman
Meeting Started: 8:02 AM

Ongoing / Old Business:

N/A – It's all new.

New Business:

100716.1 Letter of Intent

No contract has been readied for signing as of yet. Discussion of a Letter of Intent to allow Smith & McClain to begin work on 10/10/16 as planned. Ashar proposed an amendment was added to the Letter that The Town of Cornwall will pay S&M for all work performed if no agreement is reached.

100716.2 Bonding

Jake said Town of Cornwall doesn't think it's necessary to have S&M take out a bond contract. Asher suggested a "Relief of Lien" with/ every invoice. Oakley agreed to this.

100716.3 Release of Contingency

Asher suggested S&M propose a plan to have the 10% contingency released as a series of steps and not all at the project completion. When agreed on, the plan will be amended to the contract.

100716.4 Placement of Containers

Sean wanted to clarify his placement plan for the dumpster, recycling bin, storage container, trailers, lift, portable restroom and vehicles. Sue and he agreed on locations. It was also agreed that the existing Town storage container can't be moved to the North end of the parking lot. Location of everything but the dumpster and bathroom will be on the South lawn.

100716.5 Parking

For all non-essential vehicles, this will be either at the South Lawn or behind the church. The Town discussed a safety plan for those who park across the street. Cones to mark a walkway was one offered possibility.

100716.6 Keys

The front door key will remain in the mailbox until the Town vacates the building. Sue gave Sean her contact numbers in case of a key disaster. Sue also offered to give Sean a set of keys for the Clerk's Office and Lister's Office.

100716.7 Weekly Meetings

All present agreed to meet Thursday mornings at 8am. Ashar made clear that this will be necessary in the beginning but can become less frequent as the project progresses.

100716.8 Billing

Oakley and Kevin asked when would be the best time to submit invoices. Ben said the Town meets every 1st and 3rd Tuesday. If the invoice is sent to Sue by Tuesday morning (she is off Mondays), payment can be released the following day. Oakley asked for Bi-weekly payment which was agreed to by Jake and Ben. Ashar recommended using the form "G702 Requisition Review" as the method for invoicing.

100716.9 Basement Drainage

Discussion of changes to the original VIA plan- removal of the Dry Well and tying in the basement lines to the existing perimeter drain line. S&M readjusted their proposal cost which was accepted by Ben and Jake. Ben brought up the possibility of motorized diggers. Sean said he would look into possibilities.

100716.10 Salvaged Materials

No salvaging of wood. Doors, windows, etc. to be put out at the roadside with a free sign. This is to be for 24 hrs. only before it becomes trash. Sue brought up the possibility of saving the oak cabinet in the Library. S&M offered to do their best to, efficiently, handle this. If the public asks about specific materials, they are to be told S&M owns the materials. This was agreed to by the Town.

100716.11 Shoring of West Truss

This will happen Tuesday 10/11/16. Sean brought up the possibility of needing to open the wall in the Lister's office to add supports. Sue said she would clear out the office as needed.

100716.12 Energy Audit

S&M offered a proposal to have a blower door test in/ test out performed on Monday. This is a great way to recapture costs, as the incentive from the State will be more than the cost of the test. Minimum rebate is \$800 and maximum is \$5000. Oakley thinks the Town's rebate should be comfortably in the middle. This was agreed to by Ben and Jake.

100716.13 Slate

Oakley asked if the Town would like to sell the slate to help recoup costs. Often the roofer will lower his costs as a trade for the slate. Ben and Jake agreed to this. Sean said he would discuss possibilities with the roofer. This applies to the slate below the Annex. Sue said the remainder of materials below the Annex would be removed by the Town before the project started.

100716.14 Other Scheduling

Sue asked if no work could happen on Voting Day. S&M agreed to this. Sean asked if the Library could be emptied by Friday Morning. Sue agreed to this.

100716.15 Board and Batten Siding

Sean asked about modifying the panels before they are reinstalled. Asher said he was open to any plan. Sean said he would put together a proposal to submit.

100716.16 Propane Tanks

Sean asked if they could be moved as they are in the way of excavation. Ben agreed to moving the tanks as far as was necessary. The generator had to stay in operation as the Town Hall is an Emergency Operations Center. Sean said he would get in touch with Tad Fyles to organize this.

100716.17 Builder's Risk

Sue asked for clarity on this issue. Asher explained that the Owner carried this cost which is based on the value of the contract. The Town said they would look into this.

End of Meeting Minutes

Upcoming Meetings/ Activities:

Start of Work: 10/10/16

Next Project Meeting: 10/13/16

Meeting end- 9:10 AM



Any questions regarding these minutes can be addressed to Sean Fierman:
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