

Cornwall Town Hall Renovations

Meeting Minutes / Notes

October 27, 2016

Attendees

Sue Johnson, Town Clerk
Ben Wood, Town of Cornwall
Jake Chaplin, Town of Cornwall
Ashar Nelson, VIA
Oakley Smith, 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 Rheaume, Town of Cornwall
Kevin McClain, Smith & McClain
Lealoni Coathup, VIA

Prepared by: Sean Fierman

Meeting Started: 8:01 AM

Ongoing / Old Business:

102716.1 **Ashar** asked for the proposed countertop brands so a decision can be made on color. Also requested are samples of carpet in order to make paint and countertop decisions. **Sue** asked if the clerk's office could be linoleum instead of carpet as foot traffic mud makes it difficult to clean the carpet. Discussion will continue. 103116.1 Carpet, base and tile samples are being shipped out today. **110316. Sean provided countertop companies at the proposed price range are WilsonArt and Formica. Ashar will pick out colors. 110316 Sue decided linoleum is not necessary on the office as Cornwall residents will be at the Service window rather than in her office as happens presently. Issue Closed. 110316 Carpet samples from Abetiello Design were submitted to VIA.**

102016.7 Zehnder ERV

S & M would like to discuss with the engineer on the ducting plan as it calls for non-proprietary ducting. **Jackman's Inc.** asked if they could suggest an alternate brand. **Ashar** said he would speak with the engineer on these issues. 102716 **Ashar** is continuing his conversation with the engineer. **110316 Asher spoke with the mechanical engineer and the proposed hard ducting is non-negotiable due to higher performance and air distribution benefits of the proposed ductwork. Sean will contact jackman's Inc. and have the specs submitted. Issue closed.**

102016.12 Oil line in Basement

Sean pointed out that the existing oil line would need to be moved for it's safety during the project. **Ben** asked him to call **CVP&H** to do the work. 102816 The oil fill

and vent lines are in the way of the lift pit framing. Jackman's has provided a quote to move the oil line out of the way, move the oil tank and bring the fill lines to code and out of the way. Waiting for a decision to be made. **110316 The total to perform this work is \$984.50 as noted in RFI: 102816.1. Ben, Sue and Jake agreed to move forward on this, as it will make future maintenance easier. Issue closed**

102016.10 Contract

Ben asked if the contract could have a list of payment dates, as this would make it easier for the Select Board to know the payment schedule ahead of time. **102716** Payment schedule still needs to be completed. **110316 Ben has given Oakley the Capital Committee meeting schedule and payment requests will be based around that. Issue Closed.**

102716.2 Annex furniture

Sue is still trying to get in touch with Tom Broughton to try to get the saved pieces auctioned off. **110316 Sean asked if this furniture could be removed by the weekend. Sue said Broughton would pick up the pieces to be auctioned on 11/4/16. Issue closed.**

102716.3 Roofing Warranty

Questions about the wording in the specs regarding the warranty. The manufacturer's warranty and accompanying shop drawings will be over \$2000. **Sean** noted that current Town credits would mostly cover this cost. **Oakley** offered to carry the described warranty in house. **Ashar and the Town Reps** are leaning in this direction but will need to make a final decision. Requested is clip fasteners' layout and flashing drawings from Engler. Also needed is a decision on the roofing color. **110316 Roof color is to be Dark Bronze. All agreed to having S & M carry an in-house warranty vs. paying for the Engler Manufacture's warranty. Oakley will have this contract drafted ASAP. Issue Closed**

102716.4 Doors

Sean asked if a decision on door heights could be made by the 11/3/16 meeting. **VIA** said they could make this decision after all the savings have been figured out. **Sean** Goodro Lumber should have this number by Monday. **110316 Sean provided a proposed door schedule showing a savings of \$1710.10. This would include 8 interior doors being sized down to 6'-8" tall and 1 3/8" thick door slabs. Decision was made (see new business 110316.1) Issue closed.**

102716.5 Lift Colors

Sean showed to all present the color options for the interior of the wheelchair lift. Antique White is the unanimous decision. **Sean** said he is waiting on his spec

submittal to be approved before ordering the lift. **110316 Exact floor-to-floor heights still needs to be determined in order to proceed on ordering the lift.**

102716.7 Service Window

Oakley expressed his concern about the long-term functionality of the bi-fold panels. Sean said he would look at the recently installed similar window in the Shoreham Town Hall. **Ashar** suggested a continuous piano hinge at each edge to restrict warping. **Sean** noted there would need to be through-bolt latch hardware at the top and bottom of each half of the window, which would need two holes in the countertop to latch successfully. **S & M** offered the idea of an automatic security shade instead of the proposed bi-fold window. **Sean** said he would get pricing and pictures. **110316 Sean provided a video of the Lincoln Town Office awning. The savings of an awning vs. the bifold window is \$2503.86. Decision was made (see new business 110316.1). Issue closed.**

New Business:

110316.1 Decisions

Sean asked for decisions to be made regarding the doors, bi-fold vs. awning, and roofing color and warranty. The door sizing and subsequent cost savings was agreed to with the exception of the Library and Reading Room double doors. The updated savings will be \$1550.50. It was agreed to go with the service window enclosure and the savings of \$2503.86. Ashar asked for color options, the possibility of a manual option and warranty info. It was agreed to move the oil tank and pipes. The roofing color is to be Dark Bronze and S & M will cover the warranty. Sean will finalize the door order for submittal and provide the requested enclosure information.

110316.2 Chris Hill walk-through

Chris (structural engineer) made a site visit on 11/2/16. He provided answers to questions about the Annex roof restructuring and decided on the final dimensions of the truss support saddle hardware. Chris will send **Ashar** a new hanger spec for the Annex. **Sean** will draft and send out hardware dimensions to Lou Nop for fabrication. These decisions were much needed and now work can progress on all fronts. **James** expressed his happiness with this progress.

110316.3 Flooring Samples

A box of flooring sample booklets was given to Asher to investigate. **Sean** is still waiting on Tile and Resilient Base samples.

110316.4 Extras vs. Credits

Sean provided a sheet showing the costs of all extras and credits the Town has from cost saving changes. **Ashar** asked for the estimated energy credit to be removed, as

this is not part of the contract but issued directly to the Town. **Ashar** asked if S & M would speak to his energy project manager about the energy proposals. As of today's decisions, the total in extras is \$451.48.

110316.5 Library Shelving

Sue and Sean have discussed the possibility of saving some of the existing library shelving. **Ashar** asked to have the Library Committee meet with Sue and decide on what to keep. Questions arose as to where to keep them during the renovations. **Ben** offered to speak with the Town Crew about the possibility of keeping it at the Town Shed. **Sean and Sue** agreed to have this decided by Wednesday 11/9/16 - the Day of Demolition.

110316.6 Door Hardware

Sean asked for clarification on the locations of the magnetic door holders. **Ashar** replied that only the existing entry double doors would receive holders.

110316.7 Schedule update

S & M is still planning to vacate the Town Hall for Election Day, 11/8/16. **Sean** said they are still planning to begin demo the following day and hopes to begin electrical rough in on 11/11/16. **Sue** informed Sean that their insurance boiler inspection was tomorrow. An informative group progress tour of the project with Ben, Sue, Jake and Sean concluded the meeting.

End of Meeting Minutes

Upcoming Meetings/ Activities:

Next Project Meeting: 11/4/16

Meeting end- 9:05 AM

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

sean@smithmcclain.com