

Cornwall Town Hall Renovations

Meeting Minutes / Notes
December 1, 2016

Attendees

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

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

Ongoing / Old Business:

120116 VIA provided a color palette with a few options. Decisions were made for carpet (sample provided by VIA), tile (with a solid white border), countertops and paint. **VIA** will provide Smith & McClain with the final selections so they can be submitted with the appropriate data. **Issue Closed.**

102716.5 Lift Colors

110316 Exact floor-to-floor heights still needs to be determined in order to proceed on ordering the lift. **120116** Heights were sent to Accesibility Systems with the understanding of a ¼" discrepancy. The lift has 1" of adjustment so this discrepancy will not be a problem. **Issue Closed.**

102716.7 Service Window

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 to move forward with this. **120116 VIA** approved the Phantom Series awning in white. The bottom frame with a lower profile is not available. Order has been placed. **Issue Closed.**

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. **120116 Oil tank and pipes have been moved. Door specs and schedule have been submitted. Roofing info has been resubmitted.**

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. **120116 Change Order 1 has been submitted and approved. Total to S&M is \$3,104.42. Issue Closed.**

New Business:

120116.1 Concrete

Last concrete pour is today. All previous concrete testing has met spec.

120116.2 Insulation Proposals.

S&M has 3 proposals totaling \$5490.00. They recommend these as it will increase the Town Hall's efficiency and will be more intensive to complete later. Proposal was handed out to all present and is attached to these minutes. Asher asked if the old fiberglass insulation could be recycled to avoid putting it into the landfill. Oakley did not think so due to the accumulation of dirt and debris as well as the poor condition of the batts. **VIA, Sue and Ben** approved the proposals.

120116.3 Doors

Schedule and specs have been submitted to VIA.

120116.4 Steel Structural

All steel work by **Lou Nop** is complete.

120116.5 Truss Saddles

Ready to be installed. This will complete the Attic Structural work.

120116.5 Schedule Update

- Upcoming Schedule:
 - 12/1 Steve Giard interior basement wall
 - 12/2 Annex Rafter Structural complete
 - 12/2 Electrical rough-in at Annex
 - 12/5 Spray Foam at Annex
 - 12/5 Install Truss Saddles
 - 12/7 Annex Interior Wall Framing
 - 12/12 Demo Egress Stairs

- 12/13 Basement Drainage
- Anticipating 1 week behind schedule. Most of the unknowns have been discovered. Most of the changes have been completed.

120116.7 Fire/ Electrical Inspections

Preliminary inspection will be either 12/1/16 or 12/8/16.

120116.8 Security

Sue informed all that the decision on the security system still waits on the estimate by Marshall's Alarm.

120116.9 Town Office

Sue is fully moved into the temporary office trailer. **S&M** is now able to demo all parts of the building. She is looking for some portable heaters to supplement the trailer's heat.

End of Meeting Minutes

Upcoming Meetings/ Activities:

Next Project Meeting: 12/15/16

Meeting end- 8:55 AM

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

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