



# Meeting Minutes

1 - Detailed, Grouped by Topic for each Meeting and by 'Old Business' and 'New Business'

**North Country Union Junior High School**  
 57 Junior High Drive  
 Derby VT 05829

**Project # 14-5381.02**  
 Tel: Fax:

**DEW Construction Corp.**

## Owner Meeting 8

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
8/26/2014	09:00 AM	10:55 AM			Sara Bosworth	DEW Construction Corp.

Purpose	Location	Next Location	General Notes
Project update	NCUJHS - Library	NCUJHS - Library	Additional Attendee:  - Kenric Gonyow - NCUJHS

Attended By	Non-Attendees
DEW Construction Corp. - Matt Cadieux	North Country Union Jr. High School - John Castle
DEW Construction Corp. - Sara Bosworth	North Country Union Jr. High School - Joyce Lantagne
Scott & Partners Architects - John Alden	North Country Union Jr. High School - Kevin Hodgeman
DuBois & King, Inc. - Jeremy Rathbun	Stephen Pitkin - Larry Letourneau
Stephen Pitkin - Stephen Pitkin	North Country Union Jr. High School - Kristin Mason
North Country Union Jr. High School - Colleen Storrings	North Country Union Jr. High School - Elizabeth Butterfield
North Country Union Jr. High School - Glenn Hankinson	
North Country Union Jr. High School - Nicole Corbett	
North Country Union Jr. High School - Richard Cartee	
North Country Union Jr. High School - Scott Boskind	
North Country Union Jr. High School - Ronald Chaffee	

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
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### 05 - New Business

#### Old Business

#### Test/Balance:

<b>002-010</b>	- Stand alone systems for testing/balancing. What is schedule?	DEW	Open				No
	Update 08/19/14 - - It was requested that classroom's/corridor's be balanced if possible. DEW indicated we are waiting for RGD's.						
	Update 08/26/14 - - RGD's have arrived and installed. - Jeremy R (DuBois) asked to know the schedule and wants to see final reports, (kitchen,lockers).						
	09/10/2014 - - 1990 boiler will be started today. - Balancing will take roughly 2 weeks. Nicole indicated they could start at 3:30.						



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<b>Shower Stalls:</b>							
004-002		<p>- Where walls are removed DEW needs to review wall surface with epoxy coating as face block was found. John Alden indicated if the epoxy subcontractor has a wall of smoothing out or the mason can parge area.</p> <p>Updated 08/05/14:            - Epoxy subcontractor indicated that the walls need to be parged before they can do their work. It was recommended all shower walls be parged/plastered for a completed look.            - Updated 08/19/14 - Cost will be added to OWN019.</p> <p>Update 08/19/14 -            - When Sara spoke with them on Monday they were to ship 08/20/14. Updated ship date is now 08/26/14. DEW to follow up.            - Work may need to occur after school has started.</p> <p>Update 08/26/14 -            - Shower walls- wrong prime coating was used and needed to be removed, reprimed and then finish coat.            - Missing items:              * topcoat on flooring              * wall coating              * paint CMU above coating              * plumbing              * coil              * insulation              * pipe covers            - Agreed that lockers RM's will be complete Friday, 09/06/14.</p> <p>09/10/14 -            - School can use these spaces.            - Not done:              - 2 stainless covers are being made to cover holes.              - Penetration through to wall needs to sealed.              - Pan to be installed.              - Jeremy will be asking for additional bracing on all pipes/ductwork.</p>	DEW	Open			No
<b>Fire Marshall:</b>							
005-005		<p>- Today NCUJHS/DEW/S &amp; P/DuBois/Pitkin walked with the Fire Marshall regarding existing fire code:            - 30 min rating needed.            - Small penetrations need fire rated foam.            - Penetration around all ductwork.            - Lobby blockwall needs to seal to deck.            - Add duct smoke/fire sensors (1957 building-one unit).            - Large penetration that can't be fixed right now will require a letter of commitment.</p>	DEW	Open			No



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		<p>Update 08/19/14 -</p> <ul style="list-style-type: none"> <li>- DEW has completed their portion required by the Fire Marshall. NCUJHS Board needs to speak to Brad C. regarding the remaining scope of work and time frame. Richard C. asked why wasn't this included in the project and indicated that he wants all work to be done.</li> </ul> <p>Update 08/26/14 -</p> <ul style="list-style-type: none"> <li>- John A to provide a sketch of what needs to be done.</li> <li>- Pricing to be broken out as follows.               <ol style="list-style-type: none"> <li>1. Fire Separation</li> <li>2. Ceiling/lights/diffusers</li> </ol> </li> <li>- The work will occur room by room and will occur at night, but during school.</li> </ul> <p>09/10/14 -</p> <ul style="list-style-type: none"> <li>- Final sketch was issued. DEW will be working this afternoon on all pricing.</li> </ul>					
<b>Remaining Work:</b>							
006-001		<p>- DEW will be working with the school to complete open items. Detailed list will be given to all on Friday.</p> <p>Update 08/26/14 -</p> <ul style="list-style-type: none"> <li>- Punch/Completion list will be shared with all on Wednesday.</li> </ul> <p>09/10/14 -</p> <ul style="list-style-type: none"> <li>- DEW updated punch list on 09/08/14 and sent it along to Jeremy R, John A, and Scott B.</li> </ul>	DEW	Open	8/22/2014		No
<b>Red Square:</b>							
006-002		<p>- It was brought up that maybe the red square would disappear and a logo be added. DEW is working with subcontractor on credit/add. DEW to follow up.</p> <p>Update 08/26/14 -</p> <ul style="list-style-type: none"> <li>- Red Square beyond crossroads layout would be done by John A. While logo was ordered Sara B (DEW) expressed concern about it being placed on finished floor.</li> </ul> <p>09/10/14 -</p> <ul style="list-style-type: none"> <li>- VT Protective coating is working on multiple samples so that the school can select the best match.</li> </ul>	VT Protective	Open	8/22/2014		No
<b>O &amp; M and As-Builts:</b>							
006-003		<p>- One hard copy and one digital.</p> <p>- Transmittal to Annette.</p> <p>09/10/14 -</p> <ul style="list-style-type: none"> <li>- Missing controls as-builts.</li> <li>- DEW is working on hard and digital copies.</li> </ul>	DEW	Open	9/2/2014		No

**Sunray Security - HOT ITEM**



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007-003		- Kevin H (NCUJHS) has asked to add the following: 1. Change sensors to be for people as our current ones are too sensitive. 2. Kitchen door add to security systems. 3. FOBS to start/shutoff security alarm.  09/10/14 - - Still waiting on pricing.	DEW	Open	9/6/2014		No
<b>New Business</b>							
<b>Training:</b>							
008-001		- It was asked that training be videoed. 1) Mechanical/Controls 2) Need paging 3) Need security		Open			No
<b>Kitchen Exhaust Fan:</b>							
008-002		- The kitchen staff isn't happy with the hood, as it doesn't seem to be exhausting enough. Jeremy will make sure proper, specified equipment was installed.	Jeremy	Open			No
<b>Fan Times:</b>							
008-003		- Staff doesn't like timer (0-60 min.). They want to turn on and shut off when they want. School to talk with Jeremy and decide if something should be changed.	NCUJHS	Open			No
<b>Water Damage:</b>							
008-004		- Gym storage closet had a flood from the A Valve being left opened. DEW indicated if anything was damaged the school is to let us know. The concern is the floor tile got wet and it's asbestos floor tile. It was determined this is not a concern.		Closed			Yes
<b>Epoxy Manufacture:</b>							
008-005		- At 11:00 AM the manufacture will be onsite to view the following: - Logo - Color difference - Quality - How to fix unacceptable areas.		Open			No
<b>Air Testing:</b>							
008-006		- Can occur any time now, should be coordinated with filter change and air balancing. - Needs to occur prior to fire walls.	DEW	Open			No
<b>Phased Substantial Completion:</b>							
008-007		- August 22, 2014 (everything except mechanical). - TBD - once all mechanical/startup/heating/cooling.		Open			No

Cc:	Company Name	Contact Name	Copies	Notes
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DEW Construction Corp.	Kate Cross	1
DEW Construction Corp.	Tina Rybar	1
North Country Union Jr. High School	Annette Cross	1

All meeting minute items are considered correct and accurate unless the author is notified in writing within 10 days.