



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 5

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
8/5/2014	10:00 AM	11:20 AM	8/19/2014	09:00 AM	Sara Bosworth	DEW Construction Corp.

Purpose	Location	Next Location	General Notes
Project update	NCUJHS - Library	NCUJHS - Library	

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

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
01 - Schedule							

Old Business

Project Schedule:

001-007	004G - Building 1990 all Trane rough-in has been completed and T-Stats can now be installed, as all patching was done this week. - Updated 08/05/14: Work still in hallways, classroom work completed. All should be done this week. 004H - New waterline has been sanitized and water test is occurring. The results should be ready tomorrow. - Updated 08/05/14: Test results came back fine. DEW will submit for record. 004I - DEW will schedule water shutdown, as it will be down 1/2 day, 07/23/14. - Updated 08/05/14: Today water is shut down. Should be back on by 1:30 PM. 005A - CO date August 19th at 11:00 AM. 005B - Punch list (MEP) next week. Punch list	DEW	Open	6/6/2014	No
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Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
		finish no later than than the 19th. 005C - Exterior masonry work - 85% done, washing building. - 2 window sills have been removed and orders. - Re-pointing has begun.					

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
04 - Cost Issues							

Old Business

Air Barrier:

002-003		- After reading #4 of CPR #1, DEW brought up hiring a subcontractor. - DEW to provide estimate for us to do the work.	DEW	Closed			Yes
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Update 07/08/14 -
- Room 114 has been completed (minus cleaning). Matt C has asked that the review occur today and any comments. Once approved Sara B to provide cost for knowledge.
- Classrooms then hallways then library.

* Post Meeting Update: Room 411 was reviewed/inspected and approved. At each owner meeting DEW will update owner on current cost.

Update 07/22/14 -
- As of July 18, 2014 cost is approx \$8,240. This includes all labor and materials for Rooms: 416, 415, 414, 413, 412, 411, 410A, 410, 406A.
- Room 409 will be done last as that is currently where the main office is being staged.

Updated 08/05/14:
- Estimated cost with all labor/materials as of 08/01/14 is \$13,500. DEW indicated this is the last week work will be occurring.
- Left to do:
- Corridor with high ceiling
- Library
- 409
- Insulation in catwalk.

-Post Meeting: Sign off of corridor and library.

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

Old Business

Test/Balance:

002-010		- Stand alone systems for testing/balancing. What is schedule?		Open			No
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Shower Stalls:



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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.</p>	DEW	Open			No
Floor:							
004-005		<p>- Scott Boskind asked when he can see a completed floor. Matt C had indicated it should be early next week Matt and Kevin to contact Scott when he can look at the floor.</p> <p>Updated 08/05/14: - Language Arts floors/computer lab were viewed last week.</p>	DEW	Closed	7/28/2014		Yes
Existing Cleanouts and Drains:							
004-006		<p>- Kevin H had asked that all cleanouts located in new epoxy flooring be located and replaced or be abandoned. This will be reviewed today. Also Kevin wanted drain checked to make sure they work properly.</p> <p>Updated 08/05/14: - After meeting cleanouts were walked. RFI was written and cleanouts have been replaced.</p>	S & P	Closed	7/24/2014		Yes
Shower and Drinking Fountain:							
004-007		<p>- Plumbing inspector had two issues that has caused design changes.</p> <ol style="list-style-type: none"> 1. Shower water cannot cross from water shower to another. 2. Drinking fountain cannot be located where there are toilets. <p>- Final design coming today or tomorrow, 07/23/14 - intent/sketch was reviewed today.</p> <p>Updated 08/05/14: - New design was provided. Floors were poured Friday. Masonry began yesterday.</p>	D & K	Closed	7/25/2014		Yes
Wet Sheetrock:							
004-009		<p>DEW found wet sheetrock behind CUH. John Alden asked that this be open, sheetrock replaced with dense glass.</p> <p>Updated 08/05/14: - Sheetrock was removed. Water damaged didn't penetrate beyond sheetrock.</p>		Closed			Yes
Base on Cabinets:							
004-010		<p>- It was asked if all parties wanted epoxy or vinyl base on wood cabinets.</p>		Closed			Yes



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		Updated 08/05/14: - Vinyl selected. Fawn #80 was selected.					
New Business							
CUH 100B:							
005-001		-CUH in Corridor 100B needs new drops.	D & K	Open			No
Pay Application:							
005-002		- Stored materials need to be broken out. - Besides that all other parties are okay with valves and will sign pay app.		Closed			Yes
Exterior Masonry:							
005-003		- Mortar color to be sandy not gray and needs to be more course. - It was discussed that after washing there are more area's that need to be addressed: - This was approved and will be tracked and will be tracked separate and will be broken out in cost issue.		Closed			Yes
Next Meeting:							
005-004		- August 19th at 09:00 AM.		Closed			Yes
Fire Marshall:							
005-005		- Today NCUJHS/DEW/S & 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.	All	Open			No
Exterior Doors:							
005-006		- It was asked that doors are not only locked, but pulled shut.		Closed			Yes
Computer RM Conditioning:							
005-007		DuBois & King to specify new air conditioner for the computer room.	D & K	Open			No

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



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