



# 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 6

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
8/19/2014	09:00 AM	10:15 AM	8/26/2014		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	DuBois & King, Inc. - Jeremy Rathbun
DEW Construction Corp. - Sara Bosworth	North Country Union Jr. High School - John Castle
Scott & Partners Architects - John Alden	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 - Joyce Lantagne	
North Country Union Jr. High School - Kevin Hodgeman	
North Country Union Jr. High School - Nicole Corbett	
North Country Union Jr. High School - Richard Cartee	
North Country Union Jr. High School - Scott Boskind	

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
<b>01 - Schedule</b>							

### Old Business

#### Project Schedule:

<b>001-007</b>	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.  005A - CO date August 19th at 11:00 AM. 005B - Punch list (MEP) next week. Punch list finish no later than the 19th. 005C - Exterior masonry work - 85% done, washing building. - 2 window sills have been removed and orders. - Re-pointing has begun.  006A - Classrooms are done. Math Room 111 is the only room not done. Will be completed this week. 006B - Corridor's are done except in 100 by double door. Motorized duct arrived yesterday and	DEW	Open	6/6/2014	No
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		is being installed today. Ceiling will be installed Thursday.					
		006C - Kitchen roof curb was damaged when arrived from shipping company. Awaiting new delivery date.					
		006D - New/replacement hardware has not arrived and current shipment date is this week.					
		006E - Students/parents start coming in Wednesday.					

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
<b>05 - New Business</b>							

**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 RGP's.					

**Shower Stalls:**

<b>004-002</b>		- 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.	DEW	Open			No
		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.					
		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.					

**CUH 100B:**

<b>005-001</b>		-CUH in Corridor 100B needs new drops.	D & K	Closed			Yes
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**Fire Marshall:**

<b>005-005</b>		- 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	All	Open			No
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		building-one unit). - Large penetration that can't be fixed right now will require a letter of commitment.					
		Update 08/19/14 - - 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.					
<b>Computer RM Conditioning:</b>							
005-007		DuBois & King to specify new air conditioner for the computer room.	D & K	Open			No
		Update 08/19/14 - - The mechanical subcontractor doesn't have man power at this time to set the unit. Kevin H has invited local company to meet onsite to discuss.					
<b>New Business</b>							
<b>Remaining Work:</b>							
006-001		- DEW will be working with the school to complete open items. Detailed list will be given to all on Friday.	DEW	Open	8/22/2014		No
<b>Red Square:</b>							
006-002		- 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.		Open	8/22/2014		No
<b>O &amp; M and As-Built:</b>							
006-003		- One hard copy and one digital. - Transmittal to Annette.	DEW	Open	9/2/2014		No
<b>Water:</b>							
006-004		- Water is being chlorinated/tested today. OP & H to provide test.	DEW/OP & H	Open	8/22/2014		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	

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