



Meeting Minutes

1 - Detailed (Editable), Grouped by Each Meeting and by 'Old Business' and 'New Business'

Highgate Arena Renovations
243 Gore Road
Highgate, VT 05459

Project # 14-5825.02
Tel: 802-868-4406 Fax:

DEW Construction Corp.

Owner Meeting 12

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
10/15/2015	04:30 PM	06:00 PM			Tim Heinlein	DEW Construction Corp.

Purpose	Location	Next Location	General Notes
	Job Site	Job Site - Next Meeting Date TBD	Also attended by Matthew Bouchard Attached: - Allowance, Contingency, and Cost Change Logs dated 10/15/15 - Punch list dated 10/14/15

Attended By	Non-Attendees
DEW Construction Corp. - Tim Heinlein	DEW Construction Corp. - Taylor Woodward
Town of Highgate - Heidi Britch-Valenta	DEW Construction Corp. - Tom Langlois
Town of Highgate - Paulette Tatro	Town of Highgate - Joshua LaRocque
Town of Highgate - Ty Choiniere	Wiemann-Lamphere Architects - Steve Roy
Town of Highgate - Steve Bushey	Pinnacle Engineering, PLC - Justin Homes
Town of Highgate - Don Gilbert	Town of Highgate - Chris Yates
Town of Highgate - Ryan Maskell	
Town of Highgate - Brian Spears	

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

Old Business

Schedule

001-001	<p>* Note: See Meeting Minutes #10 for Items to 10/01/15 *</p> <p>10/08/15 -</p> <ul style="list-style-type: none"> - Water cooler work complete. - Rink work is mostly complete. - Refrigeration system is on-line and running. - Dasher boards and glass installed. - Floor prep is ongoing. - Netting work began this morning. - DEW will remove the fencing, portolets, etc. before 10/18/15. - Ice making will begin on 10/9/15 after the CO inspection. <p>10/15/15 -</p> <ul style="list-style-type: none"> - The final occupancy inspection was conducted and signed off by the Fire Marshall on 10/9/15. - DEW will be demobilized by end of day tomorrow, 10/16/15. - Rubber flooring will arrive Monday, install to start 					No
----------------	---	--	--	--	--	----

17



Meeting Minutes

1 - Detailed (Editable), Grouped by Each Meeting and by 'Old Business' and 'New Business'

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

Old Business

on Tuesday 10/20/15.
 - The netting and floor preparation work is complete.
 - P-Trap/ADA insulation kits have been installed.

Safety

001-002		* Note: See Meeting Minutes #9 for items to 09/17/15 *		Closed			Yes
----------------	--	--	--	--------	--	--	-----

09/24/15 - No issues.

10/08/15 - Security/safety fence will be removed by 10/18/15.

Costs

001-005		* Note: See Meeting Minutes #9 for items to 09/17/15 *					No
----------------	--	--	--	--	--	--	----

09/24/18 - COR #4 approved.

10/01/15 - No new business. Logs distributed.

10/08/15 - Rink netting approved on 10/6/15.

10/15/15 - Logs distributed.

Owner F.F.E

001-009		Schedule:		Closed			Yes
----------------	--	-----------	--	--------	--	--	-----

- 08/17 - 08/19: Painting of steel columns (Ricky Pilban).
 - 08/20 - 08/26: Steel liner panel (Ryan Maskell)
 - 08/17 - 08/ 19: New exterior man doors
 - The food in the freezer should be removed within two weeks to eliminate risk of loss during construction.

07/28/15 - No new items.

08/04/15 -
 - Paint Steel Columns - 08/25 to 08/27/15.
 - Steel Liner Panel - 08/28
 - New Exterior Doors/Frames - 08/25 to 08/27/15.

08/11/15 - Was Jason Stoddard contacted? Don Gilbert will check.

08/18/15 - Jason has the doors but final coordination needed.



Meeting Minutes

1 - Detailed (Editable), Grouped by Each Meeting and by 'Old Business' and 'New Business'

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

Old Business

08/25/15 - Doors will be on site early September (3rd).

09/01/15 - No change in status.

09/17/15 - The doors and frames are pending. Once Installed, the metal liner work in the arena can be completed.

09/24/15 - Ongoing.

10/01/15 -
 - All leftover Owner's FFE needs to be relocated to allow floor prep/floor installation to take place.
 - Doors and frames pending.

10/08/15 - Two doors pending.

10/15/15 - Owner will take care of this.

Donations

001-010	1) Vermont Mechanical offered a water cooler/filler. DEW will get product data sheets. Steve Roy will provide a location. 2) Potential concrete donation to be determined.	Closed	Yes
---------	---	--------	-----

07/28/15 - No new items.

08/04/15 - \$9,800 donation for engineering of well.

08/11/15 - OH Doors from Champlain Door Co. - \$5,900.00 (TBD).

08/25/15 - No new items.

09/01/15 - No new items.

09/17/15 -
 - Rick Pilban painted the beams/columns \$8,000.00
 - Sherwin Williams discounted the paint \$750.00
 - Ryan Maskell donated labor and some materials for the siding panels.
 - Water cooler \$1,200 from Vermont Mechanical.

09/24/15 - Rise VT will donate costs associated with installing the water cooler. DEW is authorized to proceed.

10/01/15 - No new business.

10/08/15 - Ryan Maskell construction work is a \$5,000 value.



Meeting Minutes

1 - Detailed (Editable), Grouped by Each Meeting and by 'Old Business' and 'New Business'

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

Old Business

Water Well

001-011		Town is working with cell tower consultants and will be working with an engineer. Town will discuss piping options to allow for installation during the concrete work associated with SKA -03.		Closed			Yes
---------	--	--	--	--------	--	--	-----

07/28/15 - The Town has hired Pinnacle Engineering.

Schedule:

- Permit application two week's before submitting.
- One 2" electrical conduit and one 3" conduit for the water piping will be needed. This detail is needed now as the mechanical room slab is being placed next week.
- Future water tank storage if needed may require concrete slab reinforcement. Probably 6 weeks away from well drilling.

08/04/15 - DEW proceeding with SKA-3 slab pour. Once direction is received, we will proceed accordingly.

08/11/15 - Direction is forthcoming.

08/15/15 - The well is being drilled tomorrow. Draft SKA-07 new water service entrance discussed. DEW will discuss waterline routing with the well driller.

08/25/15 - Drilling is ongoing. Steve Bushey will also discuss pipe routing with Chevalier. Water yields and sampling results are needed so the engineer can evaluate the system requirements.

09/01/15 -

- The well has been drilled. The engineer suggested the toilets inside the building should be changed to tank types, (at least 50%).
- Unofficially 615' deep 60 gallons per minute. Five to six fixtures need to be changed to comply with the lesser calculations.
- WLA's mechanical engineer will offer options for the toilet fixtures
- U.I.C. permit required by the existing Zamboni drain.

Later Note: The fixtures can remain as-is.

09/17/15 - Final design permit pending. It would be desirable to have a hydrant for the ball fields. Steve Roy to check on containment requirements via Steve Shaw.

09/24/15 -



Meeting Minutes

1 - Detailed (Editable), Grouped by Each Meeting and by 'Old Business' and 'New Business'

Item	Meeting	Item Description	Resp	Status	Due Date	Comp'l'd	Ols'd
------	---------	------------------	------	--------	----------	----------	-------

Old Business

- The well log indicates 60 gallons per minute. No treatment will be required. An 8 gallon tank is needed.
- The construction permit is still pending, once received, construction can begin. Construction is estimated to be 3 weeks out.
- The floor drain containment will not be required.
- The State is questioning if secondary containment is required on the small storage tank.
- State is recommending a valve to isolate drain line at the Zamboni floor drain outlet pipe.

10/01/15 - The State is still undecided on containment requirements. The permit is pending.

10/08/15 - The proposed well pump model/voltage was passed along to Pearson & Associates for comment. They are okay with the pump. DEW forwarded comments to Chevalier Well Drilling and Pinnacle Engineering.

10/15/15 - This work will be conducted by the Town.

Electrical Grant

004-001	\$25,000 is available on a \$50,000 expenditure. DEW will provide contractor invoices as back-up to support the expenditures.			Closed			Yes
----------------	---	--	--	--------	--	--	-----

08/18/15 - Ongoing.

08/25/15 - Ongoing.

09/01/15 - Ongoing.

09/24/15 - Ongoing.

10/15/15 - DEW will provide documentation as necessary.

Rink Netting

007-001	Can Custom Ice install?			Closed			Yes
----------------	-------------------------	--	--	--------	--	--	-----

09/24/15 - Can the plastic be removed from the score board and registers?

10/01/15 - Custom Ice will have pricing tomorrow. DEW advised the Owner to have a back-up plan with volunteers if the pricing is not acceptable.

10/08/15 - Custom Ice provided pricing but their availability is not until January. DEW has



Meeting Minutes

1 - Detailed (Editable), Grouped by Each Meeting and by 'Old Business' and 'New Business'

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

Old Business

proceeded with this work.

10/15/15 - DEW has completed the work.

Rink Refrigeration Controls

008-001 A hard wired internet connection cable (CAT 5/6 ethernet) that operates a dedicated and constant IP Address (that does not change) is needed. No

09/27/15 - Matthew Bouchard will need to get this work complete by 10/6/15.

10/01/15 - The work is completed. Telephone questions regarding the auto-dialer. Chris will speak with Brendan of Custom Ice next week.

10/08/15 - The graphics are pending. Owner requesting a scheduling program.

10/15/15 - Graphics are pending.

Siding

010-001 Review exterior unit heater exhaust penetration to determine patching method. Closed Yes

10/08/15 - It was agreed at the last meeting to install a full sheet on steel siding to cover the rust and hole in the siding.

10/15/15 - This work is complete.

Close Out

011-001 - O&M Manuals & As-Built Drawings No
 - Substantial Completion Certificate
 - Warranties and extended warranties on chiller
 - Punch list II phase

10/15/15 - Electrical punch list conducted today by Pearson & Associates.

Goal Lights

011-002 Not on electrical plan and need to be wired. No

Don G. will research goal lights.

DEW will issue an RFI to the Architect.



Meeting Minutes

1 - Detailed (Editable), Grouped by Each Meeting and by 'Old Business' and 'New Business'

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

Old Business

10/15/15 - DEW issued RFI. The electrical Engineer will provide direction for pricing.

Scoreboard

011-003	Review scope of work with electrical contractor. The desire is to have the scoreboard wired to the Owner's existing controller.						No
---------	---	--	--	--	--	--	----

10/15/15 - DEW issued RFI. The electrical Engineer will provide direction for pricing.

C.O. Sensor Sliding Holes

011-004	Sliding needs to be patched where the sensor/timer was removed.			Closed			Yes
---------	---	--	--	--------	--	--	-----

10/15/15 - The work is complete.

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

New Business

Next Meeting

012-001	TBD						No
---------	-----	--	--	--	--	--	----

T.V. Broadcast Area

012-002	Potentially locate on the North East side of the rink. 6' high platform. Steve Bushey is dealing with this task.			Closed			Yes
---------	--	--	--	--------	--	--	-----

******NOTES******

THE ENCLOSED MINUTES ARE THE WRITERS UNDERSTANDING OF THE ISSUES AS DISCUSSED. IF THERE ARE ANY CORRECTIONS OR COMMENTS, PLEASE FORWARD THEM IN WRITING WITHIN 48 HOURS OF RECEIPT OF THESE MINUTES, OTHERWISE THESE MINUTES WILL STAND AS RECORD.



DEW Allowance Variance Log

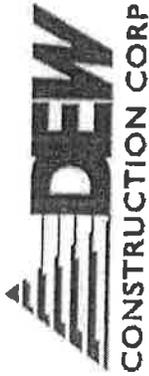
Allowance - By Status & COR Date

Highgate Arena Renovations
 243 Gore Road
 Highgate, VT 05459

Project # 14-5825.02
 Tel: 802-868-4406 Fax:

DEW Construction Corp.

Number	Description	Estimate	Potential Cost	Current Variance	Notes
Approved - Not in an Owner Change Order					
ALL001	21-1001 - Temporary Generator	\$ 3,500.00	\$ 0.00	(\$ 3,500.00)	
ALL002	21-1002 - Wall Protection at Players Boxes	\$ 6,500.00	\$ 6,800.00	\$ 300.00	Subs: Custom Ice
ALL003	21-1003 - Dasher Board Missing Existing Components	\$ 10,000.00	\$ 0.00	(\$ 10,000.00)	
ALL004	21-1004 - Swanton Electric Utility	\$ 13,886.00	\$ 13,885.14	(\$ 0.86)	Subs: Swanton Village Electric
ALL005	21-1005 - SKA-03 Concrete Slab	\$ 7,500.00	\$ 9,875.00	\$ 2,375.00	Subs: Custom Ice
ALL006	21-1006 - New Low-E Ceiling at Mezz Demo	\$ 9,675.00	\$ 3,650.00	(\$ 6,025.00)	Subs: Custom Ice
ALL007	21-1007 - Floor Prep	\$ 4,758.00	\$ 0.00	(\$ 4,758.00)	Subs: Future Floors
ALL008	21-1008 - Non-Code Complying Mechanical	\$ 5,000.00	\$ 893.17	(\$ 4,106.83)	Subs: DEW, VMI
ALL009	21-1009 - Non-Code Complying Electrical	\$ 5,000.00	\$ 0.00	(\$ 5,000.00)	
Total		\$ 65,819.00	\$ 35,103.31	(\$ 30,715.69)	



DEW Contingency Variance Log

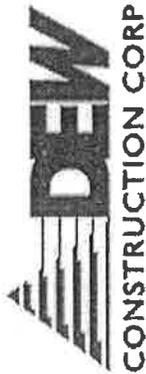
Contingency - By Status & COR Date

Highgate Arena Renovations
 243 Gore Road
 Highgate, VT 05459

Project # 14-5825.02
 Tel: 802-868-4406 Fax:

DEW Construction Corp.

Number	Description	Estimate	Current Potential Cost	Current Variance	Notes
Approved - Not in an Owner Change Order					
CNT000	Contingency Budget	\$ 30,543.00	\$ 0.00	(\$ 30,543.00)	
CNT001	20-1001 - Subbase Removal / Add Expansion Joint	\$ 0.00	\$ 2,740.00	\$ 2,740.00	Subs: Custom Ice
CNT002	20-1002 - Dasher Board Yellow HDPE Filler Piece	\$ 0.00	\$ 1,940.00	\$ 1,940.00	Subs: Custom Ice
Total		\$ 30,543.00	\$ 4,680.00	(\$ 25,863.00)	



DEW Cost Change Log

By Status & COR Date - ALL*

Highgate Arena Renovations
 243 Gore Road
 Highgate, VT 05459

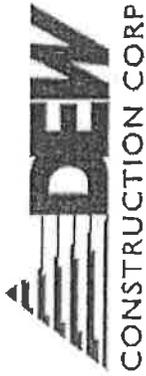
Project # 14-5825.02
 Tel: 802-868-4406 Fax:

DEW Construction Corp.

Number	Description	COR Date	Change Order	Estimate	Proposed	Forecast / Applied	Notes
T&M - Outstanding Time & Material Pricing							
OWN003	190003 - RFF015/SKA-8A/SKA-8B New Wall at Mechanical Room			\$ 7,000.00	\$ 0.00	0.00	Subs: DEW
OWN006	190006 - Rink Netting			\$ 7,500.00	\$ 0.00	0.00	Subs: DEW
Total				\$ 14,500.00	\$ 0.00	\$ 0.00	

OCO - Owner Change Order

OWN001R0 01	190001 - SKA-06- Added Rubber Flooring - Revised	8/11/15	Prime - 001	\$ 0.00	\$ 15,514.00	\$ 15,514.00	Subs: Future Floors 08/11/15: Emailed original OWN001 09/01/15: Emailed OWN001R001 09/01/15: Approved
OWN002	190002 - SKA-04 Raised Platform at Players Benches	8/31/15	Prime - 001	\$ 0.00	\$ 7,224.00	\$ 7,224.00	Subs: Custom Ice 08/20/15: RFP Sent 09/01/15: Emailed 09/01/15: Approved
OWN004	190004 - Install Bottle Filling Station	9/16/15	Prime - 001	\$ 0.00	\$ 3,689.00	\$ 3,339.00	Subs: DEW, VMI, Alpha 08/25/15: RFP Sent 09/17/15: Emailed 09/24/15: Approved, signed by Heidi 09/28/15: Emailed to Steve Roy for signature



Punch List

By Area With Notes - Open Only

Highgate Arena Renovations **Project # 14-5825.02** DEW Construction Corp.

Number	Resp Company	Description	Issued On	Sch'd Comp	Actual Comp	GC Check	Sign Off	Remarks
Punch List Item Count: 8								
001	Custom Ice USA, Inc.	Adjust dasher board gate to Zamboni room for smooth operation & latching	10/13/2015	10/27/2015				
002	Custom Ice USA, Inc.	Install missing glass in two locations at timekeeper and home bench locations	10/13/2015	10/27/2015				
003	Custom Ice USA, Inc.	Push-button hardware for player access into visitor penalty box needs to be installed	10/13/2015	10/27/2015				
004	Custom Ice USA, Inc.	Complete poly facer board at player bench risers. (in progress)	10/13/2015	10/27/2015				
005	Custom Ice USA, Inc.	Provide MSDS and product information and mix for the open expansion tank.	10/13/2015	10/27/2015				
006	Custom Ice USA, Inc.	Label direction of flow, valves etc for new equipment.	10/13/2015	10/27/2015				
007	Custom Ice USA, Inc.	File sharp edges of the cuts at the scorer's table.	10/13/2015	10/27/2015				
008	Custom Ice USA, Inc.	Town reserves the right to have the southern dasher board gate changed to match the plan. Further work will be done to develop an alternate bleacher plan and final determination will come over the winter for possible replacement of the gate next spring when the ice is out.	10/13/2015	10/27/2015				

Project Total for Item Values: 8

DEW Cost Change Log
By Status & COR Date - ALL*

Number	Description	COR Date	Change Order	Estimate	Proposed	Forecast / Applied	Notes
OWN005	190005 - Deduct Primary Power Trench	9/17/15	Prime - 001	\$ 0.00	(\$ 4,585.00)	(\$ 4,585.00)	Subs: Doug Rollo 09/17/15: Emailed 09/17/15: Approved
Total				\$ 0.00	\$ 21,842.00	\$ 21,492.00	