



# Meeting Minutes

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

<b>Highgate Arena Renovations</b> 243 Gore Road Highgate, VT 05459	<b>Project # 14-5825.02</b> Tel: 802-868-4406 Fax:	<b>DEW Construction Corp.</b>
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## Owner Meeting 5

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
8/18/2015	02:00 PM	03:30 PM	8/25/2015	02:00 PM	Tim Heinlein	DEW Construction Corp.

Purpose	Location	Next Location	General Notes
	Job Site	Job Site	Additional Attendees: Ryan Maskell - Town of Highgate

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

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### Old Business

#### Schedule

<b>001-001</b>	Note: See Meeting Minutes #4 for items to 08/11/15:						No
	08/18/15 -	- Schedule distributed.					
		- Make and paint ice activity added 10/01 to 10/07/15, based on Dasher Board arrival on 09/21/15.					
		- Add final cleaning as an activity.					

#### Safety

<b>001-002</b>	- Area is fenced off with signage.						No
	- Hard hats and shoes are required on site.						
	07/28/15 - Barriers have been placed to discourage activity parking.						
	08/11/15 - No issues.						
	08/18/15 - No issues.						



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**Old Business**

**Submittals**

**001-003** Note: See Meeting Minutes #4 for items to 08/11/15: No  
 08/15/15 -  
 - Metal siding pending with DEW.  
 - Concrete sealer specification needed.

**RFI's**

**001-004** These are current. No  
 07/28/15 -  
 - Metal Siding  
 - Water cooler location needed.  
 - At this time the owner is undecided on a location.  
 08/04/15 - Bottle filler station needs design from Architect.  
 08/11/15 - Log distributed.  
 08/18/15 - RFI #14 open "Water Bottle Filler Location". Steve R. is confirming direction with Heidi.

**Costs**

**001-005** No  
 A) Allowances - Log reviewed  
 B) Contingency - Log reviewed  
 C) Change Requests - None discussed  
 07/28/15 - New - \$1,940 for HDPE infill from Custom Ice. Costs will come out of DEW Contingency.  
 08/04/15 - DEW is pricing added flooring per SKA-06  
 08/11/15 - Pricing provided for the additional flooring (SKA-06). Allowance and Contingency logs distributed.  
 08/18/15 - A decision is needed on SK-06 costs by next week. Allowance, Contingency, and COR logs distributed and discussed.

**Utility Company**

**001-006** A check is being processed to Swanton Electric. No



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**Old Business**

07/28/15 - Swanton Electric has received the check. Installation date pending coordination/options with the electrical contractor.

08/04/15 - Installation dated 08/20/15. Swanton Electric has been scheduled.

08/11/15 - Ongoing.

08/18/15 - No change in status.

**Testing Agent**

001-007 DEW will forward some contact information. No

Later Note: Information has been forwarded.

07/28/15 -  
 - Knights rescheduled rink slab placement with them. They picked up material for chiller pad soil. Proctor Test - the compaction did not pass. Will be retested tomorrow.

08/04/15 - Compaction and Proctor for chiller pad passed. Knights to send test report on rebar and concrete pour. 4,000 psi exterior grade mix with broom finish.

08/11/15 - No testing issues.

08/18/15 - No testing reports issued. DEW asked about the concrete slab results.

**Owner F.F.E**

001-009 Schedule: No

- 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.



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

**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. No

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).

**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. No

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.

**Security/Fire Alarm Panel**

**001-012** Town will discuss with Don Gilbert. No

07/28/15 - Heidi had contacted Ron Tromely at



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		Simplex. DEW will help follow up.					
		08/04/15 - Not in DEW scope. Coordinate with simplex.					
		08/11/15 - DEW will contact Ron Trombley.					
		08/18/15 - Ongoing.					
<b>Roof</b>							
<b>001-013</b>		The existing roof appears to be leaking in spots. A new roof could be \$7.00 per square foot. The Town is working with the planning commission.		Closed			Yes
		07/28/15 - Paulette asked WLA for square footage quantities.					
		08/04/15 - Ongoing.					
		08/11/15 - Ongoing. Heidi asked for a summary of the roof leaks/problems.					
		08/18/15 - Square footage and recent estimate provided to Heidi via Steve Roy.					
<b>Flooring</b>							
<b>001-015</b>		Additional flooring will be needed in the players boxes and in front of the bleachers. DEW asked for a sketch.					No
		07/28/15 - Sketch provided. RFP issued to Future Floors. Refer to PCO - OWN001.					
		08/04/15 - Ongoing.					
		08/11/15 - Price provided and under review.					
		08/18/15 - Under review, Answer needed within one week.					
<b>Press Box</b>							
<b>002-001</b>		Steve Bushey suggested a portable free standing platform be planned for. The Town will take care of this themselves. Verify electrical requirements.					No
		08/04/15 - DEW to price outlet.					
		08/11/15 - The direction provided by electrical engineer is to home run the circuit back to the					



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panel, which is 300' away. The costs to add the circuit is \$2,500 +/-, \$8,000 for a portable free standing platform. Steve Bushey will get additional information from the local press people.

08/18/15 - Ongoing.

**Electrical Panel Wall**

<b>002-003</b>	Ty Chioniere asked that we look at the existing wall schedules to received new electrical gear.						No
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08/04/15 - DEW to send RFI.

08/11/15 - Refer to RFI log.

08/18/15 - DEW will address the construction/demolition associated with the RFI. Remove the wall and send photo's to Steve R.

**Electrical Grant**

<b>004-001</b>	\$25,000 is available on a \$50,000 expenditure. DEW will provide contractor invoices as back-up to support the expenditures.						No
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08/18/15 - Ongoing.

**Locker Room Ventilation**

<b>004-002</b>	Steve R. presented a sketch for schematic concept. The owner asked if we could get a price on this concept.						No
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08/18/15 - DEW will price this potential change.

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**New Business**

**Draft SKA-04**

<b>005-001</b>	Typical section at benches. DEW will forward to Custom Ice.						No
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**Slab Sealer**



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**New Business**

005-002	DEW will ask Custom Ice for a recommendation/price.					No
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**Equipment Swap**

005-003	MAHA will be conducting on Saturday, September 12, 2015.					No
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\*\*\*\*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.