



# 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 6**

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
8/25/2015	02:00 PM	03:30 PM	9/1/2015	02:00 PM	Tim Heinlein	DEW Construction Corp.

Purpose	Location	Next Location	General Notes
	Job Site	Job Site	Attachments: 1) Allowance/COR Logs dated 08/25/15

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

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**Old Business**

**Schedule**

001-001		Note: See Meeting Minutes #4 for items to 08/11/15:  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.  08/25/15 - - Review of schedule. - Painter for columns scheduled to start tonight. - Steel liner panels to start Thursday. - Building will be energized tomorrow morning.					No
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**Safety**

001-002		- Area is fenced off with signage. - Hard hats and shoes are required on site.  07/28/15 - Barriers have been placed to discourage activity parking.					No
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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 A) Allowances - Log reviewed No  
 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**

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.

08/25/15 - A revision to flooring sketch was issued and DEW is pricing. Allowance, Contingency, and COR logs distributed.

**Utility Company**

**001-006** A check is being processed to Swanton Electric. Closed Yes

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.

08/25/15 - The work is done.

**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.



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**Old Business**

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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**Old Business**

concrete work associated with SKA -03.

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.

**Security/Fire Alarm Panel**

001-012 Town will discuss with Don Gilbert. No

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

08/25/15 - Ongoing.

**Roof**

001-013 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. No

07/28/15 - Paulette asked WLA for square footage quantities.



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**Old Business**

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**

002-003		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**

004-001		\$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**

004-002		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**

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



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**Old Business**

002-003		Ty Chioniere asked that we look at the existing wall schedules to received new electrical gear.					No
		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.					
		08/25/15 - Draft SKA 8A/8B discussed. Eliminate sprayfoam and use Batt insulation instead. Add metal liner panels over the sheetrock.					

**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.					No
		08/18/15 - Ongoing.					
		08/25/15 - Ongoing.					

**Locker Room Ventilation**

004-002		Steve R. presented a sketch for schematic concept. The owner asked if we could get a price on this concept.		Closed			Yes
		08/18/15 - DEW will price this potential change.					
		08/25/15 - Estimate provided. Base work without DX Cooling is estimated at \$43,444. The Dx Cooling alternate adds \$18,245 to the base estimate. The Town will defer to Phase II work.					

**Draft SKA-04**

005-001		Typical section at benches. DEW will forward to Custom Ice.					No
		08/25/15 - Refer to COR #002.					

**Slab Sealer**

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

08/25/15 - Ongoing

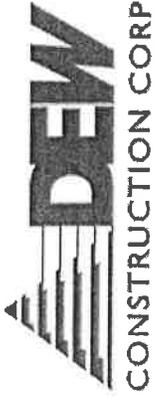
**Equipment Swap**

005-003 MAHA will be conducting on Saturday, September 12, 2015.

No

**\*\*\*\*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 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.
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Number	Description	COR Date	Change Order	Estimate	Proposed	Forecast / Applied	Notes
<b>New</b>							
OWN003	190003 - RF1015 New Wall at Control Panels in Mechanical Room			\$ 0.00	\$ 0.00	\$ 0.00	Subs: DEW
<b>Total</b>				<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	
<b>RFP - Outstanding Pricing</b>							
OWN002	190002 - SKA-04 Raised Platform at Players Benches			\$ 0.00	\$ 0.00	\$ 0.00	Subs: Custom Ice 08/20/15 - RFP Sent
<b>Total</b>				<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	
<b>Submitted - Pricing submitted to owner for approval</b>							
OWN001	190001 - SKA-06- Added Rubber Flooring	8/11/15		\$ 0.00	\$ 17,462.00	\$ 0.00	Subs: Future Floors 08/11/15: Emailed
<b>Total</b>				<b>\$ 0.00</b>	<b>\$ 17,462.00</b>	<b>\$ 0.00</b>	



# 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	Current 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)	
ALL008	21-1008 - Non-Code Complying Mechanical	\$ 5,000.00	\$ 0.00	(\$ 5,000.00)	
ALL009	21-1009 - Non-Code Complying Electrical	\$ 5,000.00	\$ 0.00	(\$ 5,000.00)	
<b>Total</b>		<b>\$ 65,819.00</b>	<b>\$ 34,210.14</b>	<b>(\$ 31,608.86)</b>	