

CHRISTOPHER P. WILLIAMS, ARCHITECTS

PO Box 703 · Meredith, New Hampshire 03253

603-279-6513

Meeting Report No.: 9

Project: Belmont Mill Renovations

Project No.: L33

Date: 2 December 1997

Present: Matt Upton, Belmont Town Administrator; Albert Akerstrom, Belmont Fire Department; Gary Boisvert, Code Enforcement Officer; Donna Lane, CDBG Administrator; Andy Frost, Jim Litwinsky, Kristen McNeil, Roads Corporation; Rick Holt, Christopher P. Williams, Architects

Please review the following information and advise the Architect within seven (7) days of the receipt of this report if, in your opinion, any information contained herein is incorrect.

Site Observations:

Weather: Overcast, windy - 30° to 40° F

Work in Progress: Installation of new first floor beams and joists
Electrical rough-in
Addition foundation work

Present at Site: Roads Corporation

Observations:

- Construction is in progress

Schedule:

One to two weeks behind Project Schedule submitted by Roads Corp. on November 18, 1997

Old Business:

2.2 Fire Department Review (9/23): The Fire Department has changes to the Construction Documents. A Proposal Request will be issued to the Contractor by the Architect for review by the Owner. (9/30): Proposal Request No. 1 has been issued. (10/18): Clarification of sprinkler system changes provided to subcontractor. (11/4): Delay in proposal due to change of system vendor. Proposal to be forwarded to the Architect for review. (11/18): Proposal was received by the Architect on November 6. Additional backup data was requested. Markup percentages shall conform with requirements of the Construction Documents. Contractor will complete revised proposal this week. (12/1): Proposal submitted by Roads. Town to review costs and determine action to be taken. Contractor reports that a two hour rating is not available for the requested access door size. Architect will review and seek alternatives.

Action: CPWA/Owner By: ASAP

6.7 CDBG (10/28): Contractor to notify Donna Lane when the existing roof structure is to be removed. (11/18): Contractor estimates that this work will occur in early December. (12/2): If weather permits, the roof removal is scheduled for December 8. Contractor to update Owner and Architect on Friday, December 5.

Action: Roads Corp. By: ASAP

6.8 Meeting Schedule (10/28): Future progress meetings will be held on the following dates. Additional meetings may be called if necessary.

December 16 and 30
January 20, 1998
February 3 and 17

7.1 Structural Questions: (11/4): The Contractor requests structural evaluation of the following:

- A. Determine extent of rot uncovered in existing beams at third and fourth floor. Prepare design options and review with Contractor to determine cost estimates for review with Owner. (11/18): Extent of uncovered conditions was determined by the Contractor and the Structural Engineer. Additional sketches detailing the work were issued for pricing. A final proposal is not yet complete. Roads Corp. puts the cost in the "ballpark" of \$30,000, and the materials have a three week lead time. The Owner needs to review funding options to cover this additional expense as well as possible costs of hazmat abatement (see New Business). Final proposal will be forwarded ASAP on November 6. The Contractor requested a formal stop work order, due to the uncertainty of the impact and extent of corrective action. The Contractor no longer requests that a partial stop

work order be issued. *Addendum: (11/24): It is acknowledged that portions of the work will be delayed by the necessity to take corrective action. The Contractor states that the steel columns for the 4th floor cannot be ordered and that two columns at the 2nd floor and all the columns at the 3rd floor cannot be installed. Installation of floor decking is therefore delayed as well.* (12/2): A proposal in the amount of \$34,458 was submitted and has been reviewed by the Architect and Structural Engineer. Contractor is revising the proposal based on the Engineer's comments and indicated a possible reduction in the cost of materials. It was agreed by all parties that the Contractor will submit a revised proposal for labor and materials and not include any moneys for General Conditions. An adjustment of contract time and the costs of general conditions will be made, if warranted, as mutually agreed and determined when the additional work is complete and full impact on the schedule can be evaluated. To expedite the process, the Contractor was authorized by the Owner to proceed with the purchase of the required materials. The Contractor has initiated the preparation of shop drawings.

Action: Roads Corp. By: ASAP

- B. Reconsideration of third floor window masonry infill. Is cast in place concrete with brick veneer a possible alternative to toothed in solid masonry? Is there another way to accommodate horizontal loads?
(11/18): As requested by the Contractor, the Structural Engineer issued sketches detailing the placement of concrete in lieu of masonry infill at the third floor windows. Contractor to review and determine cost impact.
(12/2): Contractor intends to install concrete infill and will complete the costs estimating upon resolution of beam reinforcement.

Action: Roads Corp. By: ASAP

- 7.1 Asbestos: (11/18): The Owner has retained an environmental testing company to survey the building for asbestos containing materials. Further action pending the results of the testing. (12/2): Owner is waiting to receive the final written report.

Action: Owner By: ASAP

- 7.2 Lead paint: (11/18): The Contractor has expressed concern about the possible existence of lead paint in the building and has scheduled lead testing for November 18. A report of findings will be issued. Requirements for workplace safety and disposal of demo material to be determined. (12/2): Report of lead-based paint survey was delivered to the Architect on November 25. Evaluation of workplace safety is ongoing by the

Contractor. Construction debris may be disposed as common waste if the amount of lead is less than five parts per million. Any lead related issues which effect the Contract for Construction shall be considered as New Business.

Action: Complete

New Business:

- 9.1 Monthly Requisition: (12/2): Application for Payment No. 3 was reviewed by the Architect and payment was approved.
- 9.2 Backfill Material: (12/2): Contractor inquired about using the on-site excavation material as backfill. The requirements for material to be used for backfilling against foundation walls and inside foundation walls (under slab) are located on Sheet S1 under FOUNDATIONS. The Contractor may have a testing lavatory evaluate a sample of existing material to see if it conforms to the specified sieve analysis structural backfill.

Action: Complete

- 9.3 Hold Open Devices: (12/2): Contractor requested that the Architect review the hold open device at the first level between the elevator lobby and the daycare.

Action: CPWA By: ASAP

RGH/sab

cc: Andy Frost
Town of Belmont: Matt Upton, Chief Akerstrom, Rick Siegel, Gary Boisvert
Donna Lane
Jeff Tirey
Lee Carroll
Wayne Fillion
Peter Howard
File

ARCHITECT'S SUPPLEMENTAL INSTRUCTIONS

Owner
Architect
Consultant Carroll
Contractor
Field Roads
Other Lane

AIA DOCUMENT G710 (Instructions on reverse side)

PROJECT: Belmont Mill Renovations ARCHITECT'S SUPPLEMENTAL
(name, address) Mill Street INSTRUCTION NO: 3
Belmont, New Hampshire

OWNER: Town of Belmont DATE OF ISSUANCE: 12/4/97
Belmont, New Hampshire

TO: Roads Corporation ARCHITECT: Christopher P. Williams, Architects
(Contractor) 241 Treble Cove Road P. O. Box 703
N. Billerica, MA 01862 Meredith, NH 03253-0703

CONTRACT FOR: General Construction ARCHITECT'S PROJECT NO: L33

CONTRACT DATED: September 11, 1997

The Work shall be carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in Contract Sum or Contract Time. Proceeding with the Work in accordance with these instructions indicates your acknowledgement that there will be no change in the Contract Sum or Contract Time.

Description:

Delete door holder device (section 16401, paragraph 2.35) at Door 102-2 located between Daycare and first floor elevator lobby.

Attachments: (Here insert listing of documents that support description.)

ISSUED BY: Richard G. Holt, AIA

Richard G. Holt

Architect



CAUTION: You should sign an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.

CHRISTOPHER P. WILLIAMS, ARCHITECTS

PO Box 703 · Meredith, New Hampshire 03253

603-279-6513

Meeting Report No.: 10

Project: Belmont Mill Renovations

Project No.: L33

Date: 16 December 1997

Present: Matt Upton, Belmont Town Administrator; Rick Siegel Belmont Fire Department; Donna Lane, CDBG Administrator; Andy Frost, Jim Litwinsky, Kristen McNeil, Roads Corporation; Rick Holt, Christopher P. Williams, Architects

Please review the following information and advise the Architect within seven (7) days of the receipt of this report if, in your opinion, any information contained herein is incorrect.

Site Observations:

Weather: Clear, Calm, 10° to 20° F

Work in Progress: Demolition of steel windows
Electrical rough-in
Site clean up, removal of 4th floor demo material

Present at Site: Roads Corporation

Observations:

- Addition foundation is backfilled
- Roof and 4th floor walls have been removed
- Construction is in progress

Schedule:

One to two weeks behind Project Schedule submitted by Roads Corp. on November 18, 1997.

Old Business:

2.2 Fire Department Review (9/23): The Fire Department has changes to the Construction Documents. (9/30): Proposal Request No. 1 has been issued. (10/18): Clarification of sprinkler system changes provided to subcontractor. (11/4): Proposal to be forwarded to the Architect for review. (11/18): Proposal was received by the Architect on November 6. Additional backup data was requested. Markup percentages shall conform with requirements of the Construction Documents. Contractor will complete revised proposal this week. (12/1): Proposal submitted by Roads. Town to review costs and determine action to be taken. Contractor reports that a two hour rating is not available for the requested access door size. Architect will review and seek alternatives. (12/16): The Belmont F.D. will accept 24" x 36" insulated one hour rated access doors at fourth floor elevator lobby and at the top of the existing stairs. CPWA to issue a sketch showing new location in existing stair for revised pricing by Contractor. Town officials to review other changes.

Action: CPWA/Owner By: ASAP

6.7 CDBG (10/28): Contractor to notify Donna Lane when the existing roof structure is to be removed. (11/18): Contractor estimates that this work will occur in early December. (12/2): If weather permits, the roof removal is scheduled for December 8. Contractor to update Owner and Architect on Friday, December 5. (12/16): Roof removal underway. Roof removal complete. Photos and article was in the *Laconia Citizen*.

Action: Complete

6.8 Meeting Schedule (10/28): Future progress meetings will be held on the following dates. Additional meetings may be called if necessary.

December 30
January 20, 1998
February 3 and 17
To Be Determined

7.1 Structural Questions: (11/4): The Contractor requests structural evaluation of the following:

A. Determine extent of rot uncovered in existing beams at third and fourth floor. Prepare design options and review with Contractor to determine cost estimates for review with Owner. (11/18): Extent of uncovered conditions was determined by the Contractor and the Structural Engineer. Additional sketches detailing the work were issued for pricing. A final proposal is not yet complete. Roads Corp. puts the cost in the "ballpark" of \$30,000, and the materials have a three week lead time. The Owner needs to review funding options to cover this additional expense as well as possible costs of hazmat abatement (see New Business). Final proposal

will be forwarded ASAP on November 6. The Contractor requested a formal stop work order, due to the uncertainty of the impact and extent of corrective action. The Contractor no longer requests that a partial stop work order be issued. *Addendum: (11/24): It is acknowledged that portions of the work will be delayed by the necessity to take corrective action. The Contractor states that the steel columns for the 4th floor cannot be ordered and that two columns at the 2nd floor and all the columns at the 3rd floor cannot be installed. Installation of floor decking is therefore delayed as well.* (12/2): A proposal in the amount of \$34,458 was submitted and has been reviewed by the Architect and Structural Engineer. Contractor is revising the proposal based on the Engineer's comments and indicated a possible reduction in the cost of materials. It was agreed by all parties that the Contractor will submit a revised proposal for labor and materials and not include any moneys for General Conditions. An adjustment of contract time and the costs of general conditions will be made, if warranted, as mutually agreed and determined when the additional work is complete and full impact on the schedule can be evaluated. To expedite the process, the Contractor was authorized by the Owner to proceed with the purchase of the required materials. The Contractor has initiated the preparation of shop drawings. (12/16): Contractor submitted a new proposal in the amount of \$27,727 on December 2; however, it will be revised because some material is not returnable and the quantity of material actually ordered. The Contractor proposes to credit the value of the PSLs in the future as they can be incorporated into the work.

Action: Roads Corp. By: ASAP

- B. Reconsideration of third floor window masonry infill. Is cast in place concrete with brick veneer a possible alternative to toothed in solid masonry? Is there another way to accommodate horizontal loads? (11/18): As requested by the Contractor, the Structural Engineer issued sketches detailing the placement of concrete in lieu of masonry infill at the third floor windows. Contractor to review and determine cost impact. (12/2): Contractor intends to install concrete infill and will complete the costs estimating upon resolution of beam reinforcement. (12/16): The Contractor shall not install concrete infill, but will install brick as per original documents.

Action: Complete

- 7.1 Asbestos: (11/18): The Owner has retained an environmental testing company to survey the building for asbestos containing materials. Further action pending the results of the testing. (12/2): Owner is waiting to receive the final written report. (12/16): Hard copy

of report has not been received. Per telephone conversation with testing company, asbestos is contained in the glazing compound of the steel windows. No special abatement is considered practical, so units may be discarded.

Action: Owner By: ASAP

- 9.2 Backfill Material: (12/16): Owner elected to not have the soil compaction tested.

Action: Complete

- 9.3 Hold Open Devices: (12/2): Contractor requested that the Architect review the hold open device at the first level between the elevator lobby and the daycare. (12/16): After review with the Belmont Fire Department, ASI No. 3 was issued on December 1997, directing that the hold open device located on the first level between the Daycare and the Lobby be deleted.

Action: Complete By: ASAP

New Business:

- 10.1 Schedule: (10/16): Progress of work is behind the construction schedule received by the Architect on November 18. **Demolition:** 2 to 3 weeks behind. **Work at Interior:** Second floor framing and deck, +/- 2 weeks behind; Second floor columns, 3 weeks behind (2 columns delayed due to beam changes). Third floor framing and columns delayed due to beam changes. Roof Demo on schedule. New roof 1 to 2 weeks behind, waiting for TJI delivery. **Work at Addition:** Foundation backfill, 1 week behind. Elevator plunger drilling, 3 weeks behind. Steel erection, 1 to 2 weeks behind. **Masonry Work:** Brick delivery 1 week behind. Reinforcing beams are due on site in +/- 2 1/2 weeks.
- 10.2 List of Subcontractors: (10/16): Masonry work will be by Gary Gilbert Masonry. Supplier for Doors Frames and Hardware is Merrimack Building Supply.
- 10.3 Vacation: (10/16): The office of CPWA will be closed from December 24, 1997 until January 5, 1998.
- 10.4 Clapboard siding: (10/16): It is the intention of the Contractor to install wood siding on the addition and recommends vinyl siding for the dormers for ease of maintenance. The Owner suggested that in lieu of red cedar, a new "fiberglass wrapped OSB" product be considered. Contractor and Architect to review the product.

Action: All parties By: ASAP

10.5 Concrete slab: (10/16): The Contractor requested a detail from the Structural Engineer at the joint between the existing ground level concrete slab which is being salvaged (credit to Owner forthcoming) and the new concrete slab.

Action: CPWA/Tirey By: ASAP

10.6 Steel Lintels: (10/16): The Contractor reported that the Structural Engineer has approved the use of salvaged steel lintels for interior use if they meet or exceed the required dimensions. A credit to the Owner for the cost savings will be issued by the Contractor. No exception taken by the Architect.

10.6 Detail Change: (10/16): The Contractor pointed out that due to the bolts used to connect the reinforcing beams, Detail 3/A4.2 must be modified by furring out the gypsum board membrane to clear the fasteners.

10.7 Masonry Testing: (10/16): Contractor requests clarification as to the extent of masonry materials testing that will be required. Owner's engineering budget is tight. Architect to review with Tirey.

Action: CPWA By: ASAP

10.8 Lead Abatement: (10/16): Contractor stated that the presence of loose flaking lead based paint creates a health risk to the construction workers, the Contractor must comply with OSHA and EPA requirements and that the condition was unknown at time of bidding. Contractor presented a plan to implement a Lead Compliance Program which includes developing a plan, monitor and document air quality and worker health (blood samples), and provide Personal Protective Equipment. Cost for this program is estimated, but is not limited, to \$24,000. Alternate plan for limited lead abatement which will obviate the health risk in the amount of \$10,000 plus 20 hours supervision by the Contractor was accepted by the Owner. Specific lead removal from, or approved encapsulation of, some portions of the existing gate and guard rail and stairs at the top of the existing stair tower may still be required. Abatement work will be implemented as soon as possible and be performed to fit around the construction schedule, nights, and/or on weekends. Written proposal to be submitted by the Contractor for inclusion in a Change Order.

Action: Roads Corp. By: ASAP

RGH/sab

cc: Andy Frost
Town of Belmont: Matt Upton, Chief Akerstrom, Rick Siegel, Gary Boisvert
Donna Lane
Jeff Tirey
Lee Carroll Peter Howard
Wayne Fillion File

CHRISTOPHER P. WILLIAMS, ARCHITECTS

PO Box 703 · Meredith, New Hampshire 03253

603-279-6513

Meeting Report No.: 11

Project: Belmont Mill Renovations

Project No.: L33

Date: 30 December 1997

Present: Matt Upton, Belmont Town Administrator; Albert Akerstrom, Belmont Fire Department; Gary Boisvert, Code Enforcement Officer; Donna Lane, CDBG Administrator; Andy Frost, Jim Litwinsky, Kristen McNeil, Roads Corporation; Rick Holt, Christopher P. Williams, Architects

Please review the following information and advise the Architect within seven (7) days of the receipt of this report if, in your opinion, any information contained herein is incorrect.

Site Observations:

Weather: Overcast, rain, light wind, 35° to 40° F

Work in Progress: Weather protection
Second floor plywood decking installation
Electrical rough-in
Removal of fourth floor demo material

Present at Site: Roads Corporation
EJM Electric

Observations:

- Construction is in progress

Old Business:

- 2.2 Fire Department Review (9/23): The Fire Department has changes to the Construction Documents. (9/30): Proposal Request No. 1 has been issued. (12/1): Proposal submitted by Roads. Town to review costs and determine action to be taken. Contractor reports that a two hour rating is not available for the requested access door size. Architect will review and seek alternatives. (12/16): The Belmont F.D. will accept 24" by 36" insulated one hour rated access doors at fourth floor elevator lobby and at the top of the existing stairs. CPWA to issue a sketch showing new location in existing stair for revised pricing by contractor. Town officials to review other changes. (12/30): Roads to submit revised proposal to the Architect for inclusion in Change Order. Double charge for larger fire alarm panel and expansion card to be eliminated. Revise pricing for new access door size.

Action: Roads By: ASAP

- 6.8 Meeting Schedule (10/28): Future progress meetings will be held on the following dates. Additional meetings may be called if necessary.

January 13, 27, 1998
February 10 and 24
To Be Determined

- 7.1 Structural Questions: (11/4): The Contractor requests structural evaluation of the following:

- A. Determine extent of rot uncovered in existing beams at third and fourth floor. Prepare design options and review with Contractor to determine cost estimates for review with Owner. (12/16): Contractor submitted a new proposal in the amount of \$27,727 on December 2, however, it will be revised because some material is not returnable and the quantity of material actually ordered. The Contractor proposes to credit the value of PSL's in the future as they can be incorporated into the work. (12/30): Change Order No. 2 for beam reinforcement in the amount of \$28,539 was presented to the Owner for signing by the Board of Selectmen.

Action: Complete

- 7.1 Asbestos: (11/18): The Owner has retained an environmental testing company to survey the building for asbestos containing materials. Further action pending the results of the testing. (12/2): Owner is waiting to receive the final written report. (12/16): Hard copy

of report has not been received. Per telephone conversation with testing company, asbestos is contained in the glazing compound of the steel windows. No special abatement is considered practical so units may be discarded.

Action: Testing Company By: ASAP

10.3 Vacation: (12/16): The office of CPWA will be closed from 12/24/97 until 1/5/98.

10.4 Clapboard siding: (12/16): It is the intention of the Contractor to install wood siding on the addition and recommends vinyl siding for the dormers for ease of maintenance. The Owner suggested that in lieu of red cedar, a new "fiberglass wrapped OSB" product be considered. Contractor and Architect to review the product. (12/30): Owner authorized SmartLap siding by Louisiana - Pacific to be used at all locations in lieu of vinyl siding or red cedar clapboard siding. Architect to issue formal approval with size and color selection.

Action: CPWA By: ASAP

10.5 Concrete Slab: (12/16): The Contractor requested a detail from the Structural Engineer at the joint between the existing ground level concrete slab which is being salvaged (credit to Owner forthcoming) and the new concrete slab. (12/30): Tirey to issue the detail.

Action: CPWA/Tirey By: ASAP

10.7 Masonry Testing: (12/16): Contractor request clarification as to the extent of masonry materials testing that will be required. Owner's engineering budget is tight. Architect to review with Tirey. (12/30): The proposed mortar shall be tested for strength, and a sample is to be submitted for the Architect's review of the color. Contractor may proceed with masonry work prior to test results.

Action: Roads By: ASAP

10.8 Lead Abatement: (12/16): Plan for limited lead abatement which will obviate the health risk in the amount of \$10,000 plus 20 hours supervision by the Contractor was accepted by the Owner. Specific lead removal from, or approved encapsulation of, some portions of the existing gate and guard rail and stairs at the top of the existing stair tower may still be required. Abatement work will be implemented as soon as possible and be performed to fit around the construction schedule, nights, and/or on weekends. Written proposal to be submitted by the Contractor for inclusion in a Change Order. (12/30): Change Order No. 3 for partial lead abatement in the amount of \$10,810 was presented to the Owner for signing by the Board of Selectmen.

Action: Complete

New Business:

11.1 Bricks: (12/30): New brick samples were reviewed by the Architect, G.C., and Masonry Contractor. Stiles and Hart "red" brick will be blended with the Morin Restoration Brick, where exposed to view, to match the existing appearance as closely as possible.

Action: Complete

11.2 Existing Steel lintels: (12/30): Contractor suggested that only the exterior steel lintel at the existing windows be replaced with new galvanized material to reduce cost. Credit to be given to the Owner. Architect to review with Tirey.

Action: CPWA By: ASAP

11.3 Monthly Requisition: (12/30): Application for Payment No. 4 was reviewed by the Architect and payment was approved.

11.4 Construction Schedule Update: (12/30): Contractor ordered PSL's and reworked steel prior to receipt of formal Change Order as authorized. PSL's have been delivered to the job site. Steel, except fourth floor columns, arrived this week. Implementation of the Change Order can now begin. Roof framing will commence upon receipt of fourth floor columns.

RGH/sab

cc: Andy Frost
Town of Belmont: Matt Upton, Chief Akerstrom, Gary Boisvert
Donna Lane
Jeff Tirey
Lee Carroll
Wayne Fillion
Peter Howard
File

CHRISTOPHER P. WILLIAMS, ARCHITECTS

PO Box 703 · Meredith, New Hampshire 03253

603-279-6513

Meeting Report No.: 12

Project: Belmont Mill Renovations

Project No.: L33

Date: 13 January 1998

Present: Matt Upton, Belmont Town Administrator; Gary Boisvert, Code Enforcement Officer; Donna Lane, CDBG Administrator; Andy Frost, Jim Litwinsky, Roads Corporation; Rick Holt, Christopher P. Williams, Architects

Please review the following information and advise the Architect within seven (7) days of the receipt of this report if, in your opinion, any information contained herein is incorrect.

Site Observations:

Weather: Overcast, Rain, Light wind, 25° to 35° F

Work in Progress: Masonry restoration at east elevation
Second floor underlayment installation
Electrical rough-in.
4th floor reinforcing beam installation
Second floor columns installed

Present at Site: Roads Corporation
EJM Electric
Gilbert Masonry

Observations:

- Construction is in progress

Old Business:

- 2.2 Fire Department Review: (9/23): The Fire Department has changes to the Construction Documents. (9/30): Proposal Request No. 1 has been issued. (12/1): Proposal submitted by Roads. Town to review costs and determine action to be taken. Contractor reports that a two hour rating is not available for the requested access door size. Architect will review and seek alternatives. (12/16): The Belmont Fire Department will accept 24" by 36" insulated one hour rated access doors at 4th floor elevator lobby and at the top of the existing stairs. CPWA to issue a sketch showing new location in existing stair for revised pricing by Contractor. Town officials to review other changes. (12/30): Roads to submit revised proposal to the Architect for inclusion in Change Order. Double charge

for larger fire alarm panel and expansion card to be eliminated. Revise pricing for new access door size. (1/13): Change Order No. 4 in the amount of \$4,647 was presented to the Owner for signing by the Board of Selectmen.

Action: Owner By: ASAP

- 6.8 Meeting Schedule: (10/28): Future progress meetings will be held on the following dates. Additional meetings may be called if necessary.

January 27, 1998
February 10 and 24
Every two weeks

- 7.1 Asbestos: (11/18): The Owner has retained an environmental testing company to survey the building for asbestos containing materials. Further action pending the results of the testing. (12/2): Owner is waiting to receive the final written report. (12/16): Hard copy of report has not been received. Per telephone conversation with testing company, asbestos is contained in the glazing compound of the steel windows. No special abatement is considered practical so units may be discarded. (1/13): Owner has not yet received the report as promised.

Action: Testing Company By: ASAP

- 10.4 Clapboard siding: It is the intention of the Contractor to install wood siding on the addition, and recommends vinyl siding for the dormers for ease of maintenance. The owner suggested that a new OSB product be considered. Contractor and Architect to review the product. (12/30): Owner authorized SmartLap siding by Louisiana-Pacific to be used at all locations in lieu of vinyl siding or red cedar clapboard siding. Architect to issue formal approval with size and color selection. (1/13): Approval was issued by the Architect. The Contractor will price and present another alternative siding material, cement board, for consideration by the Owner and Architect.

Action: Roads By: ASAP

- 10.5 Concrete Slab: The Contractor requested a detail from the Structural Engineer at the joint between the existing ground level concrete slab which is being salvaged (credit to Owner forthcoming) and the new concrete slab. (12/30): Tirey to issue the detail. (1/13): Detail was issued on December 31, 1997. Contractor has installed steel dowels in existing slab.

Action: Complete

- 10.7 Masonry Testing: Contractor requests clarification as to the extent of masonry materials testing that will be required. Owner's engineering budget is tight. Architect to review with Tirey. (12/30): The proposed mortar shall be tested for strength and a sample is to be submitted for the Architect's review of the color. Contractor may proceed with masonry work prior to test results. (1/13): Mortar color was approved by the Architect. Contractor to test mortar strength.

Action: Roads By: ASAP

- 11.2 Existing Steel Lintels: Contractor suggested that only the exterior steel lintel at the existing windows be replaced with new galvanized material to reduce cost. Credit to be given to the Owner. Architect to review with Tirey. (1/13): New galvanized lintels will be installed at the exterior. Interior lintels, where required, may be salvaged from the existing building as a cost saving if they meet the structural requirements.

Action: Complete

New Business:

- 12.1 Lead Abatement: (1/13): The Contractor reported that the Lead Abatement Contractor has closed down operations. Roads is looking for an alternative Abatement Contractor to do the work.

Action: Roads By: ASAP

- 12.2 Changes: (1/13): The Contractor has requested the following changes and/or clarifications:

- A. Lintels at openings 12" or less in width: Per review with the Structural Engineer, steel lintels will not be required. Contractor will credit cost savings to the Owner.
- B. At the Contractor's option and at no cost to the Owner, light gauge steel stud assembly may be substituted for the 2" Z-furring channels at Wall Type 1. Contractor shall endeavor to maintain the wall thickness as indicated, however, where required due to irregularities of the existing structure, the overall thickness may be increased up to 1 5/8". Contractor to coordinate with all sub-trades and maintain all required clearances and fire ratings.
- C. Sprinkler Main: The piping from the Sprinkler Room to the addition shall remain underground as indicated.
- D. Steel Lintels: Where new lintels are being cut into the existing brick walls at the first and second floors of the building, the bearing length of the lintels may be reduced to 4" at each end of the lintel. This reduction is permitted at locations where the lintel horizontal leg does not occur at a mortar joint requiring the brick to be cut horizontally. Where new lintels are being built into new masonry work where the originally specified 8" bearing length may be achieved, use 8" of bearing at each end. This would typically occur at the third and fourth floors.

- 12.3 Supplemental Instructions: (1/13):

Windows: Upon consultation with Hurd Millwork, review of NWWDA Industry Standard I.S. 2-93, and with the approval of the Code Enforcement Officer, it was determined that Grade 40 windows meet the structural requirements required for installation at the fourth level and may be incorporated into the work in lieu of Grade 60 windows.

- 12.4 Construction Schedule Update: (1/13): Fourth floor steel columns are on site. Roof framing will commence upon installation of fourth floor columns. Additional PSL's are required due to an error in preparing the inventory of the beams on site. Delivery is expected in three weeks. It was the Architect's understanding that the required PSL had

been located locally by the Truss-Joist Macmillan representative and that there would not be an excessive delay in the work. CPWA will follow up with Jeff Tirey and the Product Rep. to expedite delivery.

Action: CPWA By: ASAP

12.5 Submittals: (1/13):

- A. The Architect requested that the Contractor provide a revised submittal schedule.
- B. Resubmittals are Outstanding for the Following: Pumps P1 and P2 with proper voltage for the record; panelboards; and flashing.
- B. Contractor requests clarification of the requirements for Signs. The Architect will review the signage requirements with the Owner.

Action: Roads/CPWA By: ASAP

RGH/sab

cc: Andy Frost
Town of Belmont: Matt Upton, Chief Akerstrom, Gary Boisvert
Donna Lane
Jeff Tirey
Lee Carroll
Wayne Fillion
Peter Howard
File

PROPOSAL REQUEST

AIA Document G709

OWNER	<input checked="" type="checkbox"/>
ARCHITECT	<input checked="" type="checkbox"/>
CONSULTANT	<input checked="" type="checkbox"/> Tirey
CONTRACTOR	<input checked="" type="checkbox"/>
FIELD	<input checked="" type="checkbox"/>
OTHER Donna Lane	<input checked="" type="checkbox"/>

(Instructions on reverse side)

PROJECT: Belmont Mill Renovation
(Name and address) Mill Street
Belmont, New Hampshire

PROPOSAL REQUEST NO.: 2

DATE OF ISSUANCE: January 7, 1998

OWNER: Town of Belmont
(Name and address) 45 Main Street
Belmont, NH 03220

CONTRACT FOR: General Construction

CONTRACT DATED: September 11, 1997

ARCHITECT'S PROJECT NO.: L33

TO CONTRACTOR: Roads Corporation
(Name and address) 241 Treble Cove Road
N. Billerica, MA 01862

ARCHITECT: Christopher P. Williams, Architects
(Name and address) P. O. Box 703
Meredith, NH 03253-0703

Please submit an itemized proposal for changes in the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. Submit proposal within **fourteen (14)** days, or notify the Architect in writing of the date on which you anticipate submitting your proposal.

THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

Description:

(Insert a written description of the Work.)

1. Delete the new sloped roof indicated to be installed at the top of the existing brick stair tower and which extends to the wood framed cupola. Include the deletion of all materials and labor required of work detailed by the new roof framing indicated on sheet S-6, Part Plan - East Tower Roof.

The existing aluminum siding is to be removed and replaced with new wood siding with painted finish. Provide new base and counter flashing.

The existing roof structure, deck and shingles are to be inspected and repaired or replaced as required.

Attachments

(List attached documents with subject description.)

2. Provide alternate price for the removal and disposal of the existing roofing material at the existing stair tower roof, and the installation of a new mechanically attached, 0.045 in. thick, single-ply, ultraviolet and ozone resistant, EPDM sheet membrane system. Provide protective mat and other miscellaneous products as recommended by the manufacturer. Provide two year installers warrantee and 10 year manufacturers warrantee

REQUESTED BY:

RICHARD G. HOLT

(Signature)

Richard G. Holt, AIA

(Printed name and title)



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G709—1993

CHRISTOPHER P. WILLIAMS, ARCHITECTS

PO Box 703 · Meredith, New Hampshire 03253

603-279-6513

Meeting Report No.: 13

Project: Belmont Mill Renovations

Project No.: L33

Date: 13 January 1998

Present: Gary Boisvert, Code Enforcement Officer; Rick Siegel Belmont F.D.;
Donna Lane, CDBG Administrator; Andy Frost, Jim Litwinsky, Roads
Corporation; Rick Holt, Christopher P. Williams, Architects

Please review the following information and advise the Architect within seven (7) days of the receipt of this report if, in your opinion, any information contained herein is incorrect.

Site Observations:

Weather: Light overcast, 12° to 20° F

Work in Progress: Masonry restoration at east elevation
Underlayment installation
Plumbing and HVAC rough-in.

Present at Site: Roads Corporation
Thompson Welding and Fabrication
Gilbert Masonry
Lamy Plumbing and Heating

Observations:

- Construction is in progress

Schedule:

- Basement slab to be installed by 2/6/98
- Steel to arrive on site this week
- Steel erection to begin 2/9/98
- Elevator parts to be delivered this week
- Roof construction to begin week of 2/3/98

Old Business:

- 2.2 Fire Department Review: (9/23): The Fire Department has changes to the Construction Documents. (9/30): Proposal Request No. 1 has been issued. (12/1): Proposal submitted by Roads. Town to review costs and determine action to be taken. Contractor reports that a two hour rating is not available for the requested access door size. Architect

will review and seek alternatives. (12/16): The Belmont Fire Department will accept 24" by 36" insulated one hour rated access doors at 4th floor elevator lobby and at the top of the existing stairs. CPWA to issue a sketch showing new location in existing stair for revised pricing by Contractor. Town officials to review other changes. (12/30): Roads to submit revised proposal to the Architect for inclusion in Change Order. Double charge for larger fire alarm panel and expansion card to be eliminated. Revise pricing for new access door size. (1/13): Change Order No. 4 in the amount of \$4,647 was presented to the Owner for signing by the Board of Selectmen. (1/27): Signed Change Order was distributed.

Action: Complete

- 6.8 Meeting Schedule: (10/28): Future progress meetings will be held on the following dates. Additional meetings may be called if necessary.

February 10 and 24
Every two weeks

- 7.1 Asbestos: (11/18): The Owner has retained an environmental testing company to survey the building for asbestos containing materials. Further action pending the results of the testing. (12/2): Owner is waiting to receive the final written report. (12/16): Hard copy of report has not been received. Per telephone conversation with testing company, asbestos is contained in the glazing compound of the steel windows. No special abatement is considered practical so units may be discarded. (1/13): Owner has not yet received the report as promised. (1/27): Copy of report delivered to Contractor on or about January 23, 1998.

Action: Complete

- 10.4 Clapboard siding: It is the intention of the Contractor to install wood siding on the addition, and recommends vinyl siding for the dormers for ease of maintenance. The owner suggested that a new OSB product be considered. Contractor and Architect to review the product. (12/30): Owner authorized SmartLap siding by Louisiana-Pacific to be used at all locations in lieu of vinyl siding or red cedar clapboard siding. Architect to issue formal approval with size and color selection. (1/13): Approval was issued by the Architect. The Contractor will price and present another alternative siding material, cement board, for consideration by the Owner and Architect. (1/27): Product data and sample of Cemplank siding delivered to the Architect. Owner to review. Contractor to obtain pricing information and propose siding system.

Action: Roads By: ASAP

- 10.7 Masonry Testing: Contractor requests clarification as to the extent of masonry materials testing that will be required. Owner's engineering budget is tight. Architect to review with Tirey. (12/30): The proposed mortar shall be tested for strength and a sample is to be submitted for the Architect's review of the color. Contractor may proceed with masonry work prior to test results. (1/13): Mortar color was approved by the Architect. Contractor to test mortar strength. (1/27): Contractor to contact PSI for testing.

Action: Roads By: ASAP

- 12.1 Lead Abatement: (1/13): The Contractor reported that the Lead Abatement Contractor has closed down operations. Roads is looking for an alternative Abatement Contractor to do the work. (1/27) Abatement work has been completed By ECSI.

Action: Complete

- 12.4 Construction Schedule Update: (1/13): Fourth floor steel columns are on site. Roof framing will commence upon installation of fourth floor columns. Additional PSL's are required due to an error in preparing the inventory of the beams on site. Delivery is expected in three weeks. It was the Architect's understanding that the required PSL had been located locally by the Truss-Joist Macmillan representative and that there would not be an excessive delay in the work. CPWA will follow up with Jeff Tirey and the Product Rep. to expedite delivery. (1/27): Last PSL due on site 1/28/98. Work is about one month behind schedule.

Action: Complete

- 12.5 Submittals: (1/13):

- A. The Architect requested that the Contractor provide a revised submittal schedule. (1/27): Submittals will be completed by the end of February.

Action : Complete

- B. Resubmittals are Outstanding for the Following: Pumps P1 and P2 with proper voltage for the record; panelboards.

Action : Complete

- C. Contractor requests clarification of the requirements for Signs. The Architect will review the signage requirements with the Owner. (1/27) Signs to be by Owner. Contractor to delete signage and credit the Owner.

Action: Roads By: ASAP

New Business:

- 13.1 Uncovered Conditions: (1/27): Rot was found at the existing beam on Line 6.3. Tirey made a site inspection on 1/22/98 and issued sketches on 1/23/98. Repair work complete. Cost to be determined.

Action: Roads By: ASAP

- 13.2 East Tower Roof: (1/27): Contractor questioned the need for an EPDM membrane as called for in Proposal Request No. 2. Contractor to verify existing roof pitch. Proposal to include removal of existing roofing, inspection and repair of wood roof deck as necessary. Asphalt Felt paper underlayment and water & ice shield to be installed under

shingles. Asphalt shingles may be installed (subject to adequate roof pitch) as per manufacturer's requirements and as allowed by Code. Contractor to provide Proposal.

Action: Roads By: ASAP

- 13.3 Windows: (1/27): Windows for all but the fourth floor have been ordered by the Contractor prior to review of submittal by the Architect. The Architect will assist in resolving outstanding questions so that all windows can be ordered.

Action: CPWA / Roads By: ASAP

- 13.4 Window Sill Height: (1/27): Town representatives requested that the window sill height at the third floor level be raised. The Architect will review the impact on the construction, make recommendation and review with the Town, and issue instruction to the Contractor.

Action: CPWA By: ASAP

- 13.5 Monthly Requisition: (1/27): Application for Payment No. 5 was reviewed by the Architect and payment was approved. Architect requested copies of Progress Lien Waivers be included with monthly applications.

RGH/sab

cc: Andy Frost
Town of Belmont: Matt Upton, Chief Akerstrom, Gary Boisvert
Donna Lane
Jeff Tirey
Lee Carroll
Wayne Fillion
Peter Howard
File

CHRISTOPHER P. WILLIAMS, ARCHITECTS

PO Box 703 • Meredith, New Hampshire 03253 • 603-279-6513

FAX TRANSMITTAL

Date: January 20, 1998

To: Andy Frost
Roads Corporation
241 Treble Cove Road
N. Billerica, MA 01862

Fax: 508-439-0135

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Re: Belmont Mill Renovations

Job#: L33

Message:

I have reviewed the signage requirements with the Matt. The intention is for the Town to obtain the interior signage from Prison Industries. To that end, you are requested to delete the Interior Signs from the scope of the Contract for Construction. Please submit a proposal detailing the credit due to the Owner for inclusion in a Change Order.

COPY

From: Richard G. Holt, AIA

Fax #: (603) 279-5666

Copies To: Matt Upton

Donna Lane

Pages Including this Cover Sheet: 1

Hard Copy to Follow: Yes No