



OWNER-ARCHITECT-CONTRACTOR (OAC) MEETING REPORT

Orwell MERP Projects

June 25th, 2026

ATTENDEES

Owner: Andrea Treadway, Select Board Chair, Town of Orwell board

Clerk of the works, Thomas (Tom) Purdy Sr.

Architect: Shelly Pottorf, Principal, Architect

General Contractor: Jason McNolty, Owner, All Points Construction & Restoration

Project manager: Andre Greb

AGENDA

I. Construction Schedule

- A. Town Office: Punch list should be complete pending ERV solution/Commissioning
- B. Outside punch list complete. Looking for one line set adapter piece, and having ERV exhaust and intake fabricated – **Ordered an insect screen**
- C. Town Garage: Garage doors complete: remainder after fire station
- D. Fire Station: Starting 4/20/26 – see schedule (Andre) Common room closed for 2 weeks, no kitchen work to be done prior to 5/10/26
- E. **Finishing of heat pump exterior roof structure, and drain – Week of 7/6/26**
- F. **Installing new ADA handrail – Install -Week of 7/6/26 fabricated and painted**
- G. **Foaming metal beams in conference area – Week 7/11/26**
- H. **Commissioning heat pump – Checking with FD for drain pending week of 7/11/26**
- I. **Installing appliances - all items are in stock - Pending delivery and install. Ansul system has a tentative install for the first week of August pending permits. Site visit scheduled for week of 7/6/26. Confirmation on day and time by end of week 7/3/26. (Chris with Fire Protection Technologies) Dundon's to hookup dishwasher & attach heat pump drain – Emailed Barbara, awaiting a call from Chris**
- J. **Ed to install new Kitchen lights and heat pump wire – Done – patch and painting yet to be completed**
- K. **Rescue bay ERV – Week of 7/6/26**
- L. **Coordinate a schedule for HRV in Fire bay with fire Dept - Andre**
- M. **Sewer Plant: Start- Pending**

II. Progress Report

- A. Town Office
 - 1. Vault lights have been installed.
 - 2. Metal roof installed.
 - 3. Air sealing is complete



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4. Cleaned carpet, paint off wood
5. Office lights have been installed – **new globe in conference room**
6. Attic insulation complete
7. Both doors are installed
8. Window is installed
9. Provided email from Division of Fire Safety requirements for heat pumps
10. Heat pump installed (needs commissioning) paired with Fire station commissioning)
11. Dug down and installed stone and place outdoor condenser on fiberglass pad as well as shifted closer to building
12. **One transition line set**, line set was removed, and reset further north on soffit, and cut piece was replaced
13. Having ERV Exhaust and intake fabricated – **Completed need install**
14. Entry has had new top cap, and sand and painted – **New ADA handrail to be installed**
15. Ceiling painted in conference room
16. New bathroom globe light installed, has been patched, and painted
17. Touched up next to South clerk window near trim and painted
18. Patched holes in utility from electrical
19. New outlet in ceiling installed, Left whip on communication wire
20. Jason to breakdown Material and Labor for Pay app – Completed and updated as of 5/14/26
21. Commissioning units as well as Heat pump specialist Eric Valcour – confirmed pre charged to 230 feet for multi head unit

Town Garage

22. Installed garage doors
23. **Will have a schedule end of week 7/17/26**

B. Fire Station

1. Air sealing is complete in meeting rooms and Rescue Bay. We still need door gaskets
2. Installing ERV in meeting room 4/30/26-5/1/2026 - complete
3. Ed is installing meeting room lights 4/30/2026 – complete
4. Fire bay Air sealing complete
5. **Indoor heat pump unit installed – need drain and commissioning – flexible with bone builders coordinate with Dundon's**



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6. Outdoor unit with roof -will pre built (need roofing panels - color)– See change order
7. Appliances are in – Delivery and setup to be scheduled
8. Schedule from Andre provided to Andrea – Update by 6/26/26
9. Resue bay ERV ordered – Install – Starting 7/6/26
10. Fire bay HRV ordered – Install 7/10-7-14 (once rescue bay complete
11. Install new lights in Kitchen area completed
12. Remove hood and DW in prep for new Ansul and plumbing modifications- Keeping all appliances – Andre to ask where to move too?
Swap out some ceiling tiles that are onsite
13. Shelly & Jason go appliance shopping Completed
14. Andre to complete fire bay schedule
15. Air sealing in back room scheduled with FD - complete
16. Installed new supply ducts to offices - Complete

III. Schedule Look Ahead

A. Town Office

1. ERV Vent fabrication – Just need to install 7/6/26
2. Commissioning of Heat pump - Done
3. ADA metal rail ready for install – 7/6/26
4. Painting of entry ramp - Done
5. Replacing top rail boards with composite materiel – Done
6. Ease corners - done

IV. Change Orders

1. Electrical wires to new outlet, and wiring for new hot water heater to be billed separately (\$1,160.55)
2. New back door has been installed with an additional cost of \$2,180.00 - completed
3. Existing hot water heater to be replaced with an under-sink point-of-use. Town to pay Dundon's directly (Quoted \$974, - Invoiced \$1,794.29???)
4. Change order to be completed for new roof system stand alone cover for heat pump (\$1,050) will email – will apply to contingency
5. Added duct supply to offices \$962.55
6. Change orders are in process and will take time, and is being reviewed between GC and Architect, filtering through budgets, as budgets were updated doing document and design phases, and contract was signed prior to CD issue, and



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Labeled TBD, as final scope was still being designed (is it acceptable to list items that were updated/changed with a total figure rather than broken down by additions and subtractions??) As this was a design build would be acceptable by BGS

V. Payment Applications

Pay app from 5/11/26 – updated 5/14/26 – Pending payment. Sent breakdown with the OAC report to Megan at BGS, everything provided works for their process, no further breakdown is required. Payment received June 6th, deposited, funds became available June 12th

VI. Old Business

- A. Weekly check-ins with Andrea on Friday's via email with changes for the upcoming week.

VII. New Business

Discuss tracking moving forward with Materials and Hours. Line-item contracts are not typically broken out, nor hours assigned to a specific task. A breakdown of previous work would not be accurate, as it would be based on assumptions. Further tracking can be completed from this point forward. There would be some minor PM fees associated with the tracking. BGS has approved the payment application as provided, with the addition of the OAC meeting reports.

VIII. Next Meeting: July 9th 2026 – 10 AM