

## Project Management Report to Public

December 9, 2022

1. Financials
  - a. There are new and anticipated change orders
  - b. We still have a healthy contingency within our \$6.5M budget
2. ICIP
  - a. We have filed Requests #14 and #15
3. User Groups/Line 19 Multiplex Committee/Construction Advisory Committee
  - a. InsurGuard
    - i. We have issued approval to InsurGuard to add 3 additional exterior cameras to the facility so that we have a better view of the people coming and going. These will be on the same system that we have currently installed. This work is scheduled to happen December 12<sup>th</sup>.
    - ii. Previously, InsurGuard had billed us less than what they had quoted us so with the upgrades, we will only be paying a few hundred dollars more.
  - b. Donor Tree
    - i. We have reviewed the samples sent and asked for revisions. Our contact was sick for a few weeks so things are moving rather slowly.
    - ii. Evelyn Fiske is tracking who will be included on the donor tree.
  - c. Additional Millwork (Library and Shadow Boxes)
    - i. Millwork has been successfully installed.
  - d. Signage
    - i. I've received confirmation from Brandy on December 9<sup>th</sup> that all Naming Rights Donors have paid their required installments, or at least provided a post-dated cheque. We have also had the proofs checked by the donors.
    - ii. With this information, I will place the signage order.
  - e. Landscaping
    - i. We have met with Broderick Gardens on December 5<sup>th</sup> to discuss our landscaping requests as follows:
      1. Planters outside the front of the building and on the patio
      2. Seed the berm and ditches to grass
      3. On the east side of the building, we've asked for a price for a 5000 square foot fenced area with sod, trees, shrubs, etc. in order to extend the rentable space in the facility at relatively low cost.
      4. Rock on the north side of the building off of the patio, extending as far east as the kitchen and mechanical room doors, in order to accommodate a vehicle loading or unloading in that area.
  - f. Sink upgrade/addition
    - i. The committee feels that we're lacking a pot sink beside the dishwasher. They would also like to see a larger sink in the island.
    - ii. I've met with Joe Megaw on site to discuss pricing and anticipate I'll receive a formal quote in the coming days

- g. Access Control
  - i. I'm looking into the possibility of adding access control to a number of doors in order to improve the access to the building without having to physically change codes in order to limit entry.
  - h. I will order kick-down door stops. We will need the town foreman to install these when they arrive.
  - i. I will order thermostat covers. We will need the town foreman to install these when they arrive.
  - j. I have received a request that we consider putting some of our contingency funds towards a steamer in the kitchen.
- 4. Deficiency Items
  - a. I am working with Quorex on a list of deficiency items:
- 5. Warranty Items:
  - a. Auditorium Flooring - Quorex is coming to core a sample of the concrete from under the flooring in the auditorium to do moisture testing to see if that was what caused the lifting of the flooring. They will core a sample underneath the bleachers so that it won't disrupt regular use of the facility. This is scheduled for December 13<sup>th</sup>.
  - b. We have 3-4 plants that aren't doing very well in the living wall. I've reached out to Amy's Landscaping for advice on how we might rectify this issue. I've removed the dying plant debris, reorganized some of the plants, and increased the watering time while I wait for additional recommendations. The rest of the plants are doing well and growing.