



**MEMORANDUM OF MEETING**

PROJECT: Eckersley-Hall Senior Cntr, Middletown, CT

CLIENT: Town of Middletown

MEETING PLACE: Eckersley-Hall

DATE AND TIME: January 28, 2014

ATTENDEES:

Aresco Construction	Silver/Petrucci Architects	HVAC Contractor
Electrical Contractor	Sprinkler Contractor	Site Contractor
Plumbing Contractor		

**Purpose: Construction Progress Meeting #16**

**Stage of Construction for the week: Demolition, electrical, masonry framing for the elevator, new stud wall construction, sprinkler installation and interior stair framing. Finish ceiling install, lower level raised floor framing.**

**TOPICS OF DISCUSSION;**

- Safety issues;** Hardhats mandatory, no smoking within 20' of building (designated area has been provided, Bathroom access. (Item to be reviewed weekly). No issues from previous meeting.
- On site environment issues;** VOC's, Housekeeping, ventilation, clean areas, water, duct work, vacuuming every day & major clean on Fridays. (Item to be reviewed weekly). No issues from previous meeting.
- LEED Management;** Waste management (dumpster classifications), training, manufacture/warehouse distance to job site, recycling content. (Item to be reviewed weekly). No issues from previous meeting.
- Clay soil;** New structural soil is needed for the south parking lot. Bob Dobmeier is to attend next site meeting for discussion. Aresco to work up a price for the south parking lot plus a cost for additional cubic yard cost if needed. It was determined by the site engineer that approximately 52cubic yards of material is needed. A concern was brought up about stability of entire site. Further investigation is need as work proceeds. Original material was trucked off site due to its instability as fill (11/5). Subcontractor is working on supply pricing (11/12). Joe is reviewing the pricing (11/18). Pricing is being reviewed by SPA (11/26). Due to a flood in the basement of about 3-4 inches Aresco is going to proceed with **filling the ash area on the south side** with the required material (12/3). Waiting for next committee meeting to discuss (12/17) (12/24) (12/31) (1/7). Aresco is to create official Change Order (1/21). SPA has paperwork, committee has given verbal approval (1/28).
- Site utilities** will begin in early December (11/26) (12/3). Utilities to start next week (12/10). Starting next week for utilities due to weather (12/17). Work to start next week due to past weather issues (12/17). Starting next week (12/24). Dry wells starting Thursday-1/2/14, weather dependent

- (12/31). Starting tomorrow (1/7). Installation in progress, yard drains are in now (1/21). Continuing on yard drains next week, weather dependent (1/28).
6. **HVAC chase** is underway (12/10). Still in progress (12/17) (12/24) (12/31) (1/7). On hold (1/21). 80% complete for duct (1/28).
  7. **Electrical investigation** for walls is underway so that new lines will be concealed properly (12/10). On-going (12/17) (12/24) (12/31). On-going, by the end of January will resolve issues (mainly an exterior wall issue) (1/7). Open (1/21). Ceiling issues worked out, wall discussion soon (1/28).
  8. **Lower level concrete rib/ductwork conflict** – reviewed conflict with concrete ribs & new duct work. Resolution to be resolved at this Friday's SPA/Aresco/HVAC contractor meeting (12/17). In progress, discussed layout. Aresco & HVAC contractor will be giving direction at next meeting for layout conflict to SPA (12/24). Laying out today - 12/31 for SPA to take photographs for engineer's review - (12/31). SPA is to contact the structural engineer for him to come out to the site for his review (1/7). Resolved, drilling holes, steel is made & delivered, Aresco is working on additional cost (1/21). Steel coming today, holes are completed for duct work, Aresco cost for this additional to be provided this week (1/28).
  9. **Sprinkler system** – Sprinkler contractor starting week of Christmas. Material is to be delivered on Monday (12/17). Material was delivered - 12/24, installation to start this week (12/24). Started (12/31). Started working down from the attic, Snapping lines on ceiling (1/7). Upper level is roughed in, lower level material to be delivered next week (1/21). Lower rough-ins starting tomorrow (1/28).
  10. **Water penetrating existing foundation walls** – Investigation is ongoing (12/17) (12/24). Due to another flood in the lower level, Aresco is meeting this afternoon with the site contractor to receive pricing for a French Drain on the west elevation. Flooring of the lower level in the Dining area cannot be completed until the issue is resolved. Discussions and pricing will be brought up at the next committee meeting (12/31). Aresco has given the RCO to SPA for their review of a curtain wall drainage solution, SPA to review (1/7). Aresco is to provide a narrative. Site visit is requested (1/21). Site contractor is working on pricing for committee meeting (1/28).
  11. **L.E.E.D./Aresco** - Val from Aresco will be in touch with John from SPA in January to review the progress of the L.E.E.D. program. Waiting for first of the year (12/31). Open (1/7) (1/21)(1/28).
  12. **Steel** – Starting steel work for beams this week. Work is continuing (1/7). Steel is arriving on tomorrow (1/21). Starting today (1/28).
  13. **Masonry framing** for the elevator this week (1/7). Open (1/21). Masonry work to be completed tomorrow, wood stair framing starting early next week (1/28).
  14. **Asbestos piping found**, Bob Dobmeier is to notify Abatement Company (1/21). Aresco is working on pricing (1/28).
  15. **Old septic tank found** on site (1/21). Aresco is working on pricing (1/28).
  16. **Old sewer line found** with too many turns (1/21). Aresco, SPA & Bob Dobmeier to meet with civil engineer on site (1/28).
  17. **Attachments** - Contractor's update sheet. (None)
  18. **All individuals were asked if any outstanding concerns were left on the table at the end of the meeting.** All were in agreement that all concerns were addressed at this meeting.
  19. **Next site meeting** will be held on February 4th at 7:30am.

#### **NEW TOPICS OF DISCUSSION:**

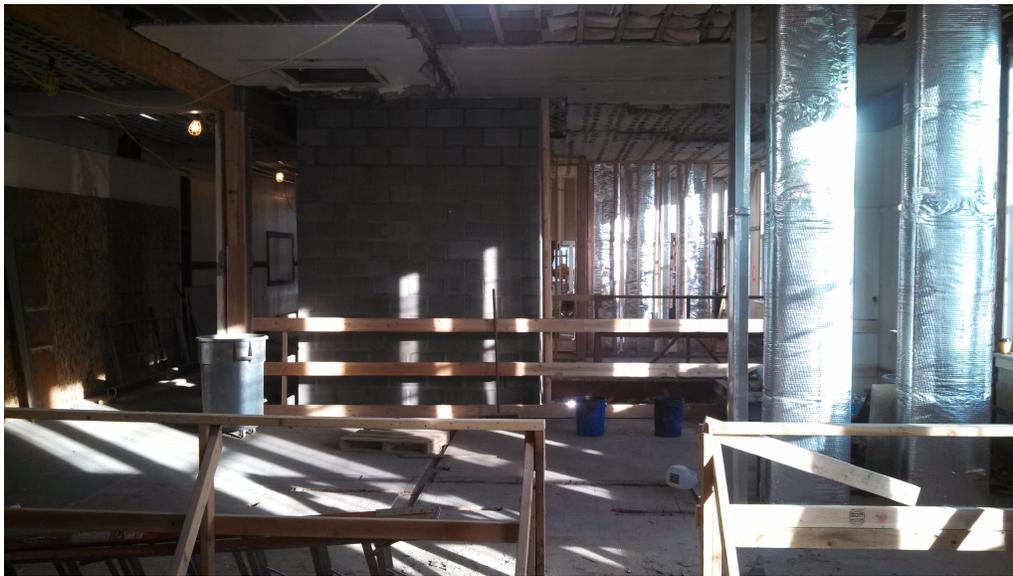
1. **Upper level ceiling** rough-in 60 % complete
2. **Structural work** on-going will take a couple of weeks.
3. **Stair wood framing** starting early next week.

Item/Issue	Completed by	Open or Closed
<p><b>Door closure issue</b> – it was determined that the door closers might be a tight fit/conflict with the frame opening. Aresco to is to order one closer &amp; provide installation of the unit for review by the architect’s office. Ordered (12/24). Shipping in progress (12/31). End of January test installation (1/7) (1/21). Piece has arrived, dimensions have been confirmed, future installations are ok (1/28).</p>	Aresco	Closed

**CLOSED TOPICS OF DISCUSSION FROM PREVIOUS MEETING:**

1. **Concrete slabs on lower level** to be cut next week (11/12). Slabs to be cut this week (11/18). All slabs have been cut, removal is continuing & will be completed on 11/27 (11/26). 95% of the slabs are removed & currently working on removing the rubble beneath the slabs (12/3). Mechanical room is the only area left for slab removal. Rubble is almost out. The large pile of rubble total was approximately 10ft x 15ft which is removed (12/10). Rough-ins for mechanicals & fill in progress (12/17). Slabs are done, elevator back filling - some this week, most will be next year. (12/24). Pour Monday interior slab (1/7). Slabs are 90% complete (1/21). Closed (1/28)

**PHOTOS:**





***Any corrections, additions, or comments should be made to Silver / Petrucelli + Associates within 14 days of the date of the meeting.***

Distribution: Distribution list, file