

**MEMORANDUM OF MEETING**

PROJECT: Eckersley-Hall Senior Cntr, Middletown, CT

CLIENT: Town of Middletown

MEETING PLACE: Eckersley-Hall

DATE AND TIME: April 8, 2014

**ATTENDEES:**

|                       |                            |                 |
|-----------------------|----------------------------|-----------------|
| Aresco Construction   | Silver/Petrucci Architects | Data Contractor |
| Electrical Contractor | Controls Contractor        | Site Contractor |
| Plumbing Contractor   | Sprinkler Contractor       | Data Contractor |
| HVAC Contractor       |                            |                 |

**Purpose: Construction Progress Meeting #26**

**Overall Stage of Construction for the week: Site work, interior stair framing, finish ceiling install & MEP work.**

**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. Reminders were sent out. No issues (4/8).
- 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. Reminders were sent out. No issues (4/8).
- 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. No issues (4/8).
- 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). On hold due to cost (2/4) (2/11). On hold pending SHPO's approval & weather (2/18) (2/25). Waiting for approval from SHPO, SPA to contact SHPO for status of Change Order (3/4). On-going (3/11). Power is in from the street underground & waiting on CL&P for final connection (3/18). Geothermal site work has started back up (3/26). Most of the drywells are in, started drilling again, and should be done by end of week (4/1). Most underground is in except for front, CL&P has been notified (4/8).
- 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).

- Ongoing (2/4). On hold until heat is moved (2/11). Working on attic & second floor drops (2/18). 60% of the upper level is complete (2/25). Contractor has worked as far as they can, on hold until more walls are completed (3/4). On-hold (/11). Will be starting up next week for the lower level (3/18). Working on small areas thru-out the building (3/26) (4/1) (4/8).
6. **Asbestos piping found**, Bob Dobmeier is to notify Abatement Company (1/21). Aresco is working on pricing (1/28). Subcontractor is working on pricing (2/4) (2/11) (2/18). Still under investigation (2/25). Work to start next Tuesday (3/4). Starting today prepping for boiler (3/11). Waiting on cost from the subcontractor (3/18) (3/26). SPA has the paper work & under review (4/1). RCO is going to committee for Monday's approval (4/8).
  7. **HVAC contractor to supply ABS control's** general information to SPA prior to formal submittal (2/4). SPA has received general information & is reviewing (2/11) (2/18). SPA has sent approved email for Aresco to submit formal paperwork (2/25). Controls contractor to arrive today (3/4) (3/11) (3/18). Controls in progress (3/26) (4/1). Questions were answered, in progress and to be submitted for next week's meeting (4/8).
  8. **Shed demolition** is in progress (2/25). Aresco tis to coordinate with Bob Dobmeier (3/4). The paper work is all set, looking to submit demo permit next week (3/11). Submitting the permit this week (3/18). All paper work has been submitted to the town, Aresco is to call Bob Dobmeier to find out status of permit (3/26). Waiting on permit from town (4/1) (4/8).
  1. **New screen coordination** to take place this week (3/18). Contractor needs the product information from the city, SPA to notify the city for the requested information (3/18). Contractor has been in contact with the city (3/26). Contractor is still waiting on information from the town, Bob Dobmeier is to contact the individual in the town (4/1). Subcontractor cannot continue work, SPA to contact Bob Dobmeier about contact person in Town Department, holding up job (4/8).
  9. **Mechanical concrete slab** is to be replaced next week (3/26). Old slab has been removed, pouring slab next week (4/1). Pouring today (4/8).
  10. **Brick repointing** is to be verified by SPA & then notify SHPO for this approval if SPA accepts pointing. SHPO coming tomorrow (Wednesday 4/9) for their approval (4/8).
  11. **Roofing** to start the week of April 5<sup>th</sup> (3/26). Contractor is to start prepping on Friday for ripping on Monday of next week (4/1). Started removal yesterday (4/8).
  12. **Shallow existing drain pipe on north side** – SPA is to have the site engineer out for his inspection with Bob D. to review the drain pipe. The drawings from site engineer have been given to Aresco for pricing (4/8).
  13. **Attachments** – None.
  14. **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.
  15. **Next site meeting** will be held on April 15<sup>th</sup> at 7:30am.

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

2. **In depth work for this week** – gypsum board is on-going, site work, MEP continuing, prepping for roofing. MEP upstairs complete starting next week. Will begin exterior wall in front, painter coming in next week to talk about painting.
3. Aresco needs letter from engineer to say that existing concrete wall between the back side of the projection screen & the Mechanical Room is structurally sound, SPA to notify Structural Engineer.

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

1. **West elevation soil** will not support the lift for the roof work; SPA to contact Bob D. for him to visit the site at next week's meeting (3/26). Aresco is going to wait to see if the soil is ok over time, contractor is to provide pricing to bring in new soil if needed in the future (4/1). Closed for now, further investigation will take place if additional soil is needed, Closed (4/8).

2. **Door strike** meeting to be held today to discuss door knob heights since all are at different heights. Issue resolved, Closed (4/8).
3. **Bathroom upstairs rough-ins** are to be approved by today. Completed, Closed (4/8).
4. **Bathroom wall support** – SPA is to send out a written directive for Aresco to provide pricing for the bathroom walls to be raised (by to tiles high) & joined together above the doors for added support of the walls. Closed

**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