

**MEMORANDUM OF MEETING**

PROJECT: Eckersley-Hall Senior Cntr, Middletown, CT

CLIENT: Town of Middletown

MEETING PLACE: Eckersley-Hall

DATE AND TIME: April 29, 2014

ATTENDEES:

Aresco Construction	Silver/Petrucci Architects	Site Contractor
Electrical Contractor	Mason Contractor	Roof Contractor
Plumbing Contractor	HVAC Contractor	Painting Contractor

**Purpose: Construction Progress Meeting #29**

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

**TOPICS OF DISCUSSION;**

1. **Safety issues;** Hardhats mandatory, no smoking within 20' of building (designated area has been provided), portable toilets are on site. (Item to be reviewed weekly). No issues from previous meeting (4/29).
2. **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 (4/29).
3. **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 (4/29).
4. **Site utilities;** 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). Site contractor is ready to come around the front side tomorrow, Aresco is meeting with gas company today (4/15)(4/22). Pipes have been run out to the pole, Aresco is waiting on CL&P to move the pole, waiting on the gas company to install the meters (4/29).
5. **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)(4/15). 85% complete downstairs (4/22)( 4/29).

6. **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) (4/15). SPA to send email to Joe Somalis (4/22). Aresco is installing the blocking and is going to close up the ceiling & the town will have to reopen for installation of the screen protection at the towns expense, contractor cannot wait this issue has been ongoing since December (4/29).
7. **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). 2<sup>nd</sup> new sample is up & is drying for approval (4/15). SPA & Aresco to look at today and notify SHPO if acceptable (4/22). SHPO is to review this Friday, May 2<sup>nd</sup> (4/29).
8. **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). 50% complete for roof removal (4/15). Working on back side of building (4/22). Removal is complete, subcontractor ready to install new roof, weather dependent (4/29).
9. **Existing lower level concrete wall** - 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. SPA has notified the Structural Engineer (4/15). SPA to follow up with the Structural Engineer (4/22). SPA is waiting on letter from Structural Engineer (4/29).
10. **Gas load** for fixtures not enough, Aresco to further investigate and possibly send RFI (4/22). Letter was given to SPA during the site meeting, SPA to review (4/29).
11. **Attachments** – None.
12. **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.
13. **Next site meeting** will be held on May 6<sup>th</sup> at 7:30am.

#### NEW TOPICS OF DISCUSSION:

1. **In depth work for this week** – gypsum board is on-going, site work, MEP continuing, site work is continuing out front in lowering grade.
2. **Chalkboard tray removal** – SPA will ask if chalkboard tray can be removed.
3. **Furring out upper level north bathroom wall** – SPA to look into if bathroom wall can be furred out for mechanical exhaust since chimney has a bend in the structure.
4. **Toilet Accessory submittal** – Bob D. has requested that SPA forward the bathroom accessory's submittal.
5. **Tile Submittal** – SPA to forward the review of the tile submittals to Aresco.
6. **Elevator status** – Elevator will be arriving in approximately two weeks, May 15<sup>th</sup>.

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

1. **Shed demolition** is in progress (2/25). Aresco is 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). Waiting on one more issue (4/15). Demolish to take place this week (4/22). Complete, closed (4/29).
2. **Range hood submittal** - SPA to check on status of range hood submittal. Complete, closed (4/29).

**PHOTOS:**

Lower level offices



Art Room



Dining area/projection screen



East elevation



***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