

**MEMORANDUM OF MEETING**

PROJECT: Eckersley-Hall Senior Cntr, Middletown, CT

CLIENT: Town of Middletown

MEETING PLACE: Eckersley-Hall

DATE AND TIME: May 20, 2014

**ATTENDEES:**

|                       |                            |                 |
|-----------------------|----------------------------|-----------------|
| Aresco Construction   | Silver/Petrucci Architects | Site Contractor |
| Electrical Contractor | Mason Contractor           | Roof Contractor |
| Plumbing Contractor   | Canopy Contractor          | HVAC Contractor |
| Painting Contractor   | Tile Contractor            |                 |

**Purpose: Construction Progress Meeting #32**

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

**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 (5/20).
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 (5/20).
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 (5/20).
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). Waiting on CL&P & Gas company to complete connections (5/6) (5/13)95/20).
5. **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). Weather tight for now, cupola is the next stage which will start this week or next (5/6). Starting next Tuesday for finish product (5/13). Roofer is to start out front tomorrow - 5/21 (5/20).

6. **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) (5/6) (5/13)(5/20).
7. **Tile Submittal** – SPA to forward the review of the tile submittals to Aresco (4/28). SPA is has requested a label on one submittal due to missing label (5/6) (5/13). Tile contractor is working on supplying label for submittal (5/20).
8. **Elevator status** – Elevator will be arriving in approximately two weeks, May 15<sup>th</sup> (5/6). Elevator to arrive last week of May (5/6) (5/13). Elevator contractor will be on site this Friday – 5/23 (5/20).
9. **Copper roof sleeves** – Aresco’s HVAC contractor to submit RFI for which roof vents are to receive copper skins (5/13). Smaller vent pipes are to be wrapped in copper, larger vents – SPA to request directive for larger vents to be painted either black or patina copper color (5/20).
10. **Attachments** – None.
11. **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.
12. **Next site meeting** will be held on May 27<sup>th</sup> at 7:30am.

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

1. **In depth work for this week** – Closing up the ceiling in the Dining Room, site light pole bases are being installed, MEP continuing, pouring the new wall out front for the retaining wall, upper level is being painted, interior new stairs are being installed next week, starting trim on upper level next week, roof will be completed in a couple of weeks.
2. **Paint mock up** – painting contractor to select a wall in one of the rooms for a mock up of the new trim & cleaning of the existing trim work.
3. **Millwork stain sample** – SPA has rejected the submitted stain sample, not enough red pigment.
4. **Removed closet inset** – SPA to send a directive to Aresco that the base molding is to continue into what was the coat rack area in the lower level, walls are to be painted.
5. **Canopy base connection** – SPA to call the Structural Engineer for connection configuration of the canopy to concrete retaining wall connection.
6. **New roof vent/existing roof truss reconfiguration** – SPA to contact Structural Engineer for reconfiguration of existing roof trusses due to the width of the new roof vents are too large for the spacing of the existing roof trusses.
7. **New door hardware for “Assembly Room” on upper level** – SPA to provide Aresco with panic hardware data due to Fire Marshal’s request that the doors be installed with panic hardware.

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

1. **Site Engineer visit** – The site engineer is to visit the site after the weekly site meeting to review the existing install.
2. **Dining room lighting zoning** – SPA to review the fixtures circuit layout(5/13). Aresco has resolved issue (5/20).
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. SPA to give Aresco a written directive (4/28) (5/6) (5/13). Closed, directive sent (5/20).
4. **Chalkboard tray removal** – SPA will ask is chalkboard tray can be removed (4/28). SHPO has requested that chalkboard tray to remain & be painted, SPA to send directive (5/6) (5/13). Closed, SHPO has requested that the chalkboard trays remain & to be painted (5/20).

**PHOTOS:**

Dining area/Kitchen wall



Dining area/projection screen



Front Retaining Wall



Front retaining wall



*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