

MEMORANDUM OF MEETING

PROJECT: Eckersley-Hall Senior Cntr, Middletown, CT

CLIENT: Town of Middletown

MEETING PLACE: Eckersley-Hall

DATE AND TIME: July 8, 2014

ATTENDEES:

Aresco Construction	Silver/Petrucci Architects	Site Contractor
Electrical Contractor	Millwork Contractor	Flooring Contractor
Plumbing Contractor	Painting Contractor	HVAC Contractor

Purpose: Construction Progress Meeting #39

Overall Stage of Construction for the week: Site work, interior stair framing, finish ceiling install, MEP work & interior painting, kitchen equipment mid-August.

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 (7/8).
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 (7/8).
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 (7/8).
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)(5/20). CL&P poles are on site, waiting for utility companies to start install (5/27)(6/3). All were informed that Aresco has put in a request that the Mayor's office help out in this situation (6/10). No word on power from the electrical company (6/17). No word yet from the utility company, panel is signed off, in CL&P's hands (6/24). Yankee gas has visited the site (7/1). Wrong poles installed by utility company, three weeks until corrected poles will be installed (7/8).
5. **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)(5/27) (6/3). Two weeks until bathroom tile install due to lead time (6/10). Tile delivery is about a week out (6/17) (6/24) (7/1). Tiles to arrive soon (7/8).
6. **Soffit painting** – Will be painting for the next two weeks (6/10)(6/17). Painting has started today (6/24). Started yesterday (7/1). Ongoing (7/8).
 7. **HVAC/Boiler room** – Work is continuing in the boiler room for the mechanicals (6/10)(6/17). Waiting on circulators (6/24) (7/1) (7/8).
 8. **New stairs** – to be completed end of next week plus (6/17). Continuing (6/24). Workable stairs from upper level to attic later today (7/1). Completed to attic as planned (7/8).
 9. **Site concrete** – prepping outside (6/17). Prepping for stairs on the north side, working on bocce court (6/24). Starting next week working on north stairs & sonotubes (7/1). Sidewalk & stairs are prepped & ready for concrete (7/8).
 10. **Ceiling tile/MEP protrusions** – SPA & Aresco & MEP contractors are to walk the rooms for alignment issues. SPA & Aresco to research new design ideas (7/1). SPA to submit directive to Aresco after today's review (7/8).
 11. **Kilns on site** – Aresco needs kilns on site to continue this portion of work (7/8).
 12. **Brackets for exterior lights** - above north/south entrances need to be investigated (7/8).
 13. **Clearances for stove** – SPA to investigate clearances for stove (7/8).
 14. **Future use of window screens** – SPA to investigate future use of screens (being replaces?) (7/8).
 15. **Attachments** – None.
 16. **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.
 17. **Next site meeting** will be held on July 15th at 7:30am.

NEW TOPICS OF DISCUSSION:

1. **In depth work for this week** – MEP continuing, upper level is being painted, installing trim on upper & lower level in selected areas, continuing prepping for sidewalks, prepping for bocce court & ramp, front door to be installed next week, floor tile work to start next week.
2. **Gas install** – Aresco is waiting on gas company for install.
3. **Civil Engineer to visit the site today** – Aresco, Civil Engineer & SPA to review grade heights of the new Bocce Court.

CLOSED TOPICS OF DISCUSSION FROM PREVIOUS MEETING:

1. **Bathroom counter tops** – to be installed next week (6/17). Continuing (6/24) (7/1). Closed, installed (7/8).

PHOTOS:

Upper Level (Bathroom)



Lower Level (Middle Stairway looking upwards)



Southwest corner



Southwest corner (Looking east)



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