

MEMORANDUM OF MEETING

PROJECT: Eckersley-Hall Senior Cntr, Middletown, CT

CLIENT: Town of Middletown

MEETING PLACE: Eckersley-Hall

DATE AND TIME: July 29, 2014

ATTENDEES:

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

Purpose: Construction Progress Meeting #42

Overall Stage of Construction for the week: Site work, Mechanical-Electrical-Plumbing finish work, ceiling install, & 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 (7/29).
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 (7/29).
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 (7/29).
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). 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). No word from the utility company in when reinstallation will take place (7/15) (7/22). Gas is being installed today, no word on electrical (7/29).

5. **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) (7/15). Circulators to arrive 1st week in August (7/22) (7/29).
6. **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). Week after next to start back in on the lower portion of the stairs (7/15). Lower portion on hold (7/22). Next week to continue on lower portion (7/29).
7. **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). North stairs are complete, Bocce Court by the end of the week, starting sidewalks next week (7/15). Pouring south stairs tomorrow (7/22). Stairs are complete & Bocce Court is finishing up, sidewalks are in progress (7/29).
8. **Kilns on site** – Aresco needs kilns on site to continue this portion of work (7/8). Waiting for delivery from town (7/15). Kilns to arrive on site in about a week (7/22). Ready for kilns next week (7/29).
9. **Future use of window screens** – SPA to investigate future use of screens (being replaced?) (7/8). SPA to send email to Bob D. & Joe S. to request outcome of existing screens (7/15) (7/29).
10. **Gas install** – Aresco is waiting on gas company for install (7/15) (7/22). In progress, see line 4 above (7/29).
11. **Commissioning** – Steve to talk to Mechanical Engineer for information on Commissioning (7/29).
12. **Plantings for non-operable door to Mechanical room** – Steve to talk to Landscape designer for redesign of entry door (7/29).
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 August 5th at 7:30am.

NEW TOPICS OF DISCUSSION:

1. **In depth work for this week** – MEP continuing, upper level is being painted, installing trim on lower level in selected areas, prepping & installing sidewalks.
2. **Underlayment for carpet/linoleum** – It is suggested that an underlayment under the new carpet/linoleum is needed due to the existing wood flooring and it's size, characteristics & condition, subcontractor is to submit pricing for a change order, carpet install to begin in late August.
3. **Pavers on the north side** – Site is ready for pavers on the north side, Aresco is holding off for future install for cautionary reasons (such as damage to pavers).

CLOSED TOPICS OF DISCUSSION FROM PREVIOUS MEETING:

1. **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)(7/15). Bathroom tile to arrive 2nd week in August (7/22).

PHOTOS: (see following page)

Upper Level (Socialization Room) - Existing sanded wood floors



Upper Level (Class Room)



Upper Level (Library)



South 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