

MEMORANDUM OF MEETING

PROJECT: Eckersley-Hall Senior Cntr, Middletown, CT

CLIENT: Town of Middletown

MEETING PLACE: Eckersley-Hall

DATE AND TIME: November 4, 2014

ATTENDEES:

Aresco Construction	Silver/Petrucci Architects	Site Contractor
Electrical Contractor	Plumbing Contractor	Mechanical Contractor

Purpose: Construction Progress Meeting #52

Overall Stage of Construction for the week: Site finish work, Mechanical-Electrical-Plumbing finish work, Millwork, Flooring & Interior/Exterior painting.

TOPICS OF DISCUSSION;

- 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 (11/4).
- 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 (11/4).
- 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 (11/4).
- 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). Have arrived (8/5). Circulators are being install today, 90% complete overall (8/12). Waiting on two circulators, should arrive any day (8/19). Delivery to be in two weeks’ time (8/26). Circulators are due in next week (9/2). Circulators should be completed this week, in two weeks should be all completed (9/16). Mechanical to finish then plumbing/electrical is next (9/23). Electrical will be done today (9/30). Hoping to start next week, SPA Mechanical Engineer to be in contact with Aresco to start commissioning process (10/21). Circulators will be up and running today (11/4).
- 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). In progress for lower level portion (8/5). Lower portion of treads are left to be installed, to be completed by the end of the week (8/12). Framing complete, treads are being ordered today (8/19). Treads are on order (8/26). Waiting on template person, material is in (9/2). Treads are here & need to be installed (9/16). Treads are being installed today, staining this

- week, will be completed next week (9/23). Treads are installed, one coat of polyurethane is on upper & lower, second coat today, rails are to be installed next week (9/30). Railings are to be installed next week (10/21). Metal railing to be installed this week with the wood railing next week (11/4).
6. **Paver 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) (7/29). Pavers arriving this week for north side (8/5). Prepping is complete, starting on west side today (8/12). Pavers are in on west side, starting on north side (8/19). Paver installation is starting on front today (8/26). Paver install is 98% complete (9/2). Completed except for bench area, which will be completed next week (9/16). Area around benches needs to be completed – end of next week for bench delivery, striping still needs to be completed (9/23). No delivery date as of yet for benches, striping to start soon (9/30). Benches are on site (10/21). Pavers are 100% installed with striping to start tomorrow (11/4).
 7. **Substantial completion** is scheduled for end of September (8/19) (8/26) (9/2). End of October due to CL&P issues (9/16) (9/23). Power was installed, end of October for substantial completion (9/30). Beginning of November for substantial completion (10/21). Substantial completion to take place mid to late November (11/4).
 8. **Landscaping** – Landscaping to start this Friday or Monday (9/23). Landscaping to start is determined by the nursery due to lack of rain & shock to the plantings (9/30). Landscape architect to be on site this Monday for assisting in install of plants (10/21). 80% complete (11/4).
 9. **Gas connection** – Connections are to be completed today (9/30). Aresco to contact Bob D. for owner to contact gas company for install of meter (10/21). SPA to send email to Bob D. to see what he can do to expedite for the install of the meter (11/4).
 10. **Lower level flooring** – Starting next week, Wednesday to start Dining Room as well as hallway on the north side. Dining is ongoing, 80% complete (10/21). Finishing stairs & carpet in lower level is complete (11/4).
 11. **Counters** – Counters need to be installed (10/21). Currently installing (11/4).
 12. **Elevator** – Completion of elevator is early November which is based on the phone system (10/21). Paper work from the town has been received today, site supervisor will coordinate the completion of the elevator install (11/4).
 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 November 19th at 8:00am, this meeting will be the last meeting for the project.**

NEW TOPICS OF DISCUSSION:

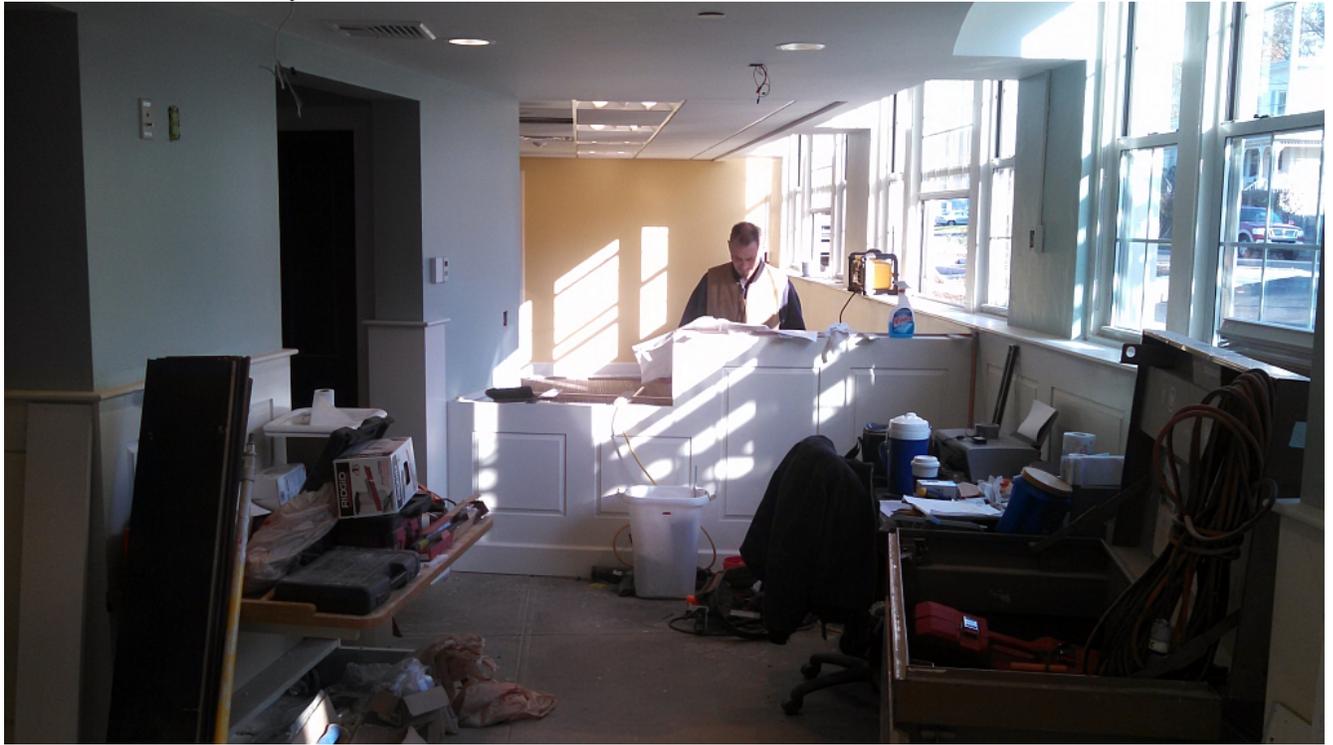
1. **In depth work for this week** – Hallway railings are being installed next week, millwork for lower level offices are going in this week, flooring is ongoing, elevator startup & landscaping.

CLOSED TOPICS OF DISCUSSION FROM PREVIOUS MEETING:

1. **Upper level floors** – Starting upper level bathroom tile floors, sanding again today on the wood floors (8/26). Bathroom floors are 98% complete (9/2) (9/16). Carpet to start this week, will be completed next week (9/23). Upper level should be completed by October 3rd (9/30). Punching today (10/21). Complete, closed (11/4).
2. **Upper level painting** – Finishing up next week (8/19). Sanding floors today, next week floors will have two coats of polyurethane (8/26). Will be adding final touches after floors have two coats of polyurethane (9/2) (9/16). Lower level is all primed, areas need to be touched up on upper level (9/23) (9/30). Punching today (10/21). Substantially complete, close (11/4).

PHOTOS:

Lower Level (Main Entry Area)



Lower Level (Main Office Room)



Lower Level (Billiard Room)



South Elevation



Northeast Corner



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