

MEMORANDUM OF MEETING

PROJECT: Eckersley-Hall Senior Cntr, Middletown, CT

CLIENT: Town of Middletown

MEETING PLACE: Eckersley-Hall

DATE AND TIME: October 22, 2013

ATTENDEES:

Aresco Construction	Silver/Petrucci Architects	Town of Middletown–Building Dept.
Electrical	HVAC Contractor	

Purpose: Construction Progress Meeting #3

Stage of Construction: Demolition, Drilling, Abatement

Attendees for next meeting: Site, Mechanical, Electrical

TOPICS OF DISCUSSION;

1. Safety issues – Hardhats mandatory, no smoking within 20’ of building (designated area will be provided, Bathroom access. (Item to be reviewed weekly). No issues from previous meeting.
2. On site environment issues – VOC’s, Housekeeping, ventilation, clean areas, water, duct work.
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. Submittals – labeling, timelines, in house/out house review personnel. 10/15 - Subcontractors were reminded to provide division numbers.
5. Town inspections & permits – 10/8 - Who is pulling permits, lead time might take an extended amount of time. 10/15 - Demolition & Electrical permits in progress.
6. Abatement starting on October 11th. Ongoing. 10/15- Completed Upper Level & on going on Lower Level. Should be completed next week.
7. Geo contractor to start drilling on October 14th. Ongoing. 10/15 – Nine wells are drilled & half are filled with grout. Trenching has started.
8. Existing portable structure is still in need of a home.10/15 – Structure might have an interested party.
9. Working up in the attic area.
10. October 28th is tentatively set up for trenching. 10/15 - Trenching has started ahead of schedule.
11. Drilling is all this week and next. No problems so far.
12. Demolition is 50% completed on lower level. 10/15 – 25% complete on upper level & 50% completed on lower level.

13. Abatement – Air monitoring starting tomorrow (10/16). Abatement will be completed this week.
14. Attachments - 1. Aresco Project Update. 2. Aresco Window/screen preconstruction report.
15. Photos below.
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.

Item/Issue	Completed by	Open or Closed
Existing oil tank to remain or be removed. Aresco to pricing	Aresco	Closed
Create a list of the conditions of the existing windows. 10/15 - See attached condition sheet for record	Aresco	Closed
Room 28 chalkboard to be removed? Item is obstructing new construction.	SPA	Open
Pages for the Hot water heater submittals need to be stamped individually.	SPA	Open
Electrical contractor needs Data contractor.	SPA	Open
Who is to provide testing for concrete slabs & footings? Structure only? Owner or contractor.	SPA	Open
Is there a phone system being installed & where?	SPA	Open
Aresco needs the Kiln exhaust manufacturer & product data	SPA	Open
Projection screen cut sheet	SPA	Open

CLOSED TOPICS OF DISCUSSION FROM PREVIOUS MEETING:

1. Major decision time line for additional changes, committee review process' for changes. Reviewed to all.
2. Recycling is not thru town. Reviewed to all.
3. Chris from Abatement Company has asked for submittals. Chris is all set with process of submittals.
4. Mechanical demo is in progress. Will open as needed.

PHOTOS:





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

PROJECT UPDATE

Week Ending October 26

PROJECT: Middletown Senior/ Community Center
61 Durant Terrace
Middletown, CT

GENERAL CONTRACTOR: Aresco Construction Company

PROJECT STATUS:

Interior Demolition Ongoing
Submittals / shop drawings on going
Abatement completed upper level
Abatement ongoing lower level
Geothermal well drilling 50% complete
Geothermal grouting started

SCHEDULE:

Continue interior demolition
Complete Asbestos this week
Continue geothermal well drilling and grouting
Begin attic demolition

COST ISSUES:

Oil Tank Removal

CRITICAL ISSUES

- 1. Oil tank removal approval**
 - 2. CLP approval for temp power - coordinate with owner**
 - 3. Kiln exhaust information from owner**
 - 4. Review owner's data vendor**
 - 5. Projection screen cut sheet from owner**
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Aresco Construction Company

Window and Screen

Preconstruction Report

1. Almost all window are difficult to open. Some are very stuck. Some top panels fall down when opened or are screwed shut.

The following window screens are damaged. 201, 202, 203, 206, 208, 209, 210, 214, 215, 101, 102(holes and missing), 106, 109, 113, 120, 121(missing)