

**MEMORANDUM OF MEETING**

PROJECT: Eckersley-Hall Senior Cntr, Middletown, CT

CLIENT: Town of Middletown

MEETING PLACE: Eckersley-Hall

DATE AND TIME: December 17, 2013

ATTENDEES:

Aresco Construction	Silver/Petrucci Architects	HVAC Contractor
Fire Protection Contractor	Site Contractor	

**Purpose: Construction Progress Meeting #11**

**Stage of Construction for the week: Demolition, electrical, insulator & HVAC, attic plywood & framing, slab work, elevator pouring & column footing's prep.**

**TOPICS OF DISCUSSION;**

- Safety issues; Hardhats mandatory, no smoking within 20' of building (designated area has been provided, Bathroom access.** (Item to be reviewed weekly). No issues from previous meeting.
- 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.
- 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.
- Attic area;** Working up in the attic area, starting later this week (11/5). Insulation is completely removed. Existing joists are being altered for new openings (11/12) (11/18). Started plywood in non-walkway areas & insulation has started (11/26). Plywood & insulation work is continuing (12/3). Plywood for catwalk is in progress as well as insulation (12/10). 85% complete (12/17).
- Clay soil;** New structural soil is needed for the south parking lot. Bob Dobmeier is to attend next site meeting for discussion. Aresco to work up a price for the south parking lot plus a cost for additional cubic yard cost if needed. It was determined by the site engineer that approximately 52cubic yards of material is needed. A concern was brought up about stability of entire site. Further investigation is need as work proceeds. Original material was trucked off site due to its instability as fill (11/5). Subcontractor is working on supply pricing (11/12). Joe is reviewing the pricing (11/18). Pricing is being reviewed by SPA (11/26). Due to a flood in the basement of about 3-4 inches Aresco is going to proceed with filling the ash area on the south side with the required material (12/3). Waiting for next committee meeting to discuss (12/17).
- Concrete slabs on lower level** to be cut next week (11/12). Slabs to be cut this week (11/18). All slabs have been cut, removal is continuing & will be completed on 11/27 (11/26). 95% of the slabs are removed & currently working on removing the rubble beneath the slabs (12/3). Mechanical room is the only area left for slab removal. Rubble is almost out. The large pile of rubble total was

approximately 10ft x 15ft which is removed (12/10). Rough-ins for mechanicals & fill in progress (12/17).

7. **Excavation for the elevator pit** to begin next week. A concern was brought up about the water in this area, present & future. Further investigation will proceed as the pit is excavated (11/26). Excavation of pit has begun & encountering large pieces of rubble & removing stairs is slower than anticipated due to size of existing stair foundations (12/3). Work is ongoing (12/10). Footing poured. Town was not ready for testing as per Bob. Starting forming walls, pouring before Christmas as well as one under pinning location (12/17).
8. **Site utilities** will begin in early December (11/26) (12/3). Utilities to start next week (12/10). Starting next week for utilities due to weather (12/17). Work to start next week due to past weather issues (12/17).
9. HVAC chase is underway(12/10). Still in progress (12/17).
10. Sprinkler system to start next week. 12/17)
11. Electrical investigation for walls is underway so that new lines will be concealed properly (12/10). On-going (12/17).
12. **See attached contractor's update sheet** – no attachments.
13. **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.
14. **Next site meeting** will be held on December 24th at 7:30am.

**NEW TOPICS OF DISCUSSION:**

1. **Site schedule** - ½ a day on Christmas Eve & closed christmas.
2. **Lower level concrete rib/ductwork conflict** – reviewed conflict with concrete ribs & new duct work. Resolution to be resolved at this Friday's SPA/Aresco/HVAC contractor meeting.
3. **Sprinkler sytem** – sprinkler contractor starting week of Christmas. Material is to be delivered on Monday.
4. **Water penetrating existing foundation walls** – Investigation is ongoing.

<b>Item/Issue</b>	<b>Completed by</b>	<b>Open or Closed</b>
Electrical contractor needs Data contractor. Data contractor is to be in touch with Aresco. Waiting on town's Data personnel. Data personnel to respond back after the week of 12/9. Bob Dobmeier to contact the Data Personnel again (12/10).	Town	Open
Is there a phone system being installed & where? Waiting on town's Data personnel. Data personnel to respond back after the week of 12/9. Bob Dobmeier to contact the Data Personnel again (12/10).	Town	Open
Projector information. Waiting on town's Data personnel. Data personnel to respond back after the week of 12/9. Bob Dobmeier to contact the Data Personnel again (12/10).	Town	Open
Steve to arrange a meeting with SP+A with Aresco and his HVAC subcontractor to meet at the office of SP+A. This Friday meeting at 9:00 am.	SPA	Closed
<b>Door closure issue</b> – it was determined that the door closers might be a tight fit/conflict with the frame opening. Aresco to is to order one closer & provide installation of the unit for review by the architect's office.	Aresco	Open

## CLOSED TOPICS OF DISCUSSION FROM PREVIOUS MEETING:

1. **Trenching;** trenching on north side is in progress for geothermal lines. Trenching is set for next week (11/18). Trenching to be completed early next week (11/26). Trenching to be completed end of this week (12/3). Trenching is done until next spring (12/10). Closed until spring (12/17).
2. **Demolition;** 95% complete in the attic, 90% complete on upper level & 90% completed on lower level (12/10). Misc. items left (closed) (12/17).
3. **Roughing for bathroom,** this week (12/10). Completed (closed)(12/17).
4. **Water found in pit area for the elevator,** pumping is in progress for removal of water. Small traces of water were found. Investigation for a remedy is ongoing -waiting for the rain. Minimal water at bottom of footing (closed) (12/17).

## 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