

MEMORANDUM OF MEETING

PROJECT: Eckersley-Hall Senior Cntr, Middletown, CT

CLIENT: Town of Middletown

MEETING PLACE: Eckersley-Hall

DATE AND TIME: December 24, 2013

ATTENDEES:

Aresco Construction	Silver/Petrucci Architects	HVAC Contractor
Electrical Contractor		

Purpose: Construction Progress Meeting #12

Stage of Construction for the week: Demolition, electrical, underpinning, framing for the elevator.

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). Opening up & framing for elevator in progress (12/24).
- 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) (12/24).
- 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). Slabs are done, elevator back filling - some this week, most will be next year. (12/24).
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). Footings are poured, working on frame work for concrete pour (12/24).
 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). Starting next week (12/24).
 9. **HVAC chase** is underway (12/10). Still in progress (12/17) (12/24).
 10. **Electrical investigation** for walls is underway so that new lines will be concealed properly (12/10). On-going (12/17) (12/24).
 11. **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 (12/17). In progress, discussed layout. Aresco & HVAC contractor will be giving direction at next meeting for layout conflict to SPA (12/24).
 12. **Sprinkler system** – Sprinkler contractor starting week of Christmas. Material is to be delivered on Monday (12/17). Material was delivered - 12/24, installation to start this week (12/24).
 13. **Water penetrating existing foundation walls** – Investigation is ongoing (12/17) (12/24).
 14. **See attached contractor’s update sheet** – no attachments.
 15. **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.
 16. **Next site meeting** will be held on December 30th at 7:30am.

NEW TOPICS OF DISCUSSION:

1. **Under pinning** in front will be done by Monday. Pouring slabs in early January.
2. **L.E.E.D./Aresco** - Val from Aresco will be in touch with John from SPA in January to review the progress of the L.E.E.D. program.

Item/Issue	Completed by	Open or Closed
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
Door closure issue – 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. Ordered (12/24).	Aresco	Open

CLOSED TOPICS OF DISCUSSION FROM PREVIOUS MEETING:

1. **Site schedule** - ½ a day on Christmas Eve & closed Christmas. Closed (12/24).

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