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MEMORANDUM OF MEETING

PROJECT: Eckersley-Hall Senior Cntr, Middletown, CT
CLIENT: Town of Middletown
MEETING PLACE: Eckersley-Hall
DATE AND TIME: May 13, 2014

ATTENDEES:

Aresco Construction	Silver/Petrucelli Architects	Site Contractor
Electrical Contractor	Mason Contractor	Roof Contractor
Plumbing Contractor	Canopy Contractor	

Purpose: Construction Progress Meeting #31
Overall Stage of Construction for the week: Site work, retaining wall, interior stair framing, finish ceiling install, MEP work & gypsum board.

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 (5/13).
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 (5/13).
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 (5/13).
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. **Roofing** to start the week of April 5th (3/26). Contractor is to start prepping on Friday for ripping on Monday of next week (4/1). Started removal yesterday (4/8). 50% complete for roof removal (4/15). Working on back side of building (4/22). Removal is complete, subcontractor ready to install new roof, weather dependent (4/29). Weather tight for now, cupola is the next stage which will start this week or next (5/6). Starting next Tuesday for finish product (5/13)
6. **Existing lower level concrete wall** - Aresco needs letter from engineer to say that existing concrete wall between the back side of the projection screen & the Mechanical Room is structurally sound, SPA to notify Structural Engineer. SPA has notified the Structural Engineer (4/15). SPA to follow up

with the Structural Engineer (4/22). SPA is waiting on letter from Structural Engineer (4/29) (5/6) (5/13).

7. **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).
8. **Elevator status** – Elevator will be arriving in approximately two weeks, May 15th (5/6). Elevator to arrive last week of May (5/6) (5/13).
9. **Furring out upper level north bathroom wall** – SPA to look into if bathroom wall can be furred out for mechanical exhaust since chimney has a bend in the structure. SPA to give Aresco a written directive (4/28) (5/6) (5/13).
10. **Chalkboard tray removal** – SPA will ask is chalkboard tray can be removed (4/28). SHPO has requested that chalkboard tray to remain & be painted, SPA to send directive (5/6) (5/13).
11. **Copper roof sleeves** – Aresco's HVAC contractor to submit RFI for which roof vents are to receive copper skins (5/13).
12. **Attachments –** None.
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 May 20th at 7:30am.

NEW TOPICS OF DISCUSSION:

1. **In depth work for this week** – Closing up the ceiling in the Dining Room, site work, MEP continuing, pouring the footing out front for the retaining wall.
2. **Site Engineer visit** – The site engineer is to visit the site after the weekly site meeting to review the existing install.
3. **Dining room lighting zoning** – SPA to review the fixtures circuit layout.

CLOSED TOPICS OF DISCUSSION FROM PREVIOUS MEETING:

1. **New screen coordination** to take place this week (3/18). Contractor needs the product information from the city, SPA to notify the city for the requested information (3/18). Contractor has been in contact with the city (3/26). Contractor is still waiting on information from the town, Bob Dobmeier is to contact the individual in the town (4/1). Subcontractor cannot continue work, SPA to contact Bob Dobmeier about contact person in Town Department, holding up job (4/8) (4/15). SPA to send email to Joe Somalis (4/22). Aresco is installing the blocking and is going to close up the ceiling & the town will have to reopen for installation of the screen protection at the towns expense, contractor cannot wait this issue has been ongoing since December (4/29). Closed, town to use large screen television as per Joe S. (5/13).
2. **Toilet Accessory submittal** – Bob D. has requested that SPA forward the bathroom accessory's submittal (4/28) (5/6). Closed, submittals sent (5/13).
3. **Bob Dobmeier to visit site** – SPA to ask Bob D. to visit site for review of the front footing drains. Closed, Bob is not needed (5/13).

PHOTOS:

Game Room

Dining area/projection screen

Front Retaining Wall

Mechanical Room

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