SILVER / PETRUCELLI + ASSOCIATES
Architects / Engineers / Interior Designers
3190 Whitney Avenue, Hamden, CT 06518-2340
Tel: 203 230 9007 Fax: 203 230 8247
silverpetrucelli.com

MEMORANDUM OF MEETING

PROJECT: Eckersley-Hall Senior Cntr, Middletown, CT
CLIENT: Town of Middletown
MEETING PLACE: Eckersley-Hall
DATE AND TIME: May 27, 2014

ATTENDEES:

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

Purpose: Construction Progress Meeting #33
Overall Stage of Construction for the week: Site work, retaining wall, interior stair framing, finish ceiling install, MEP work, Elevator & interior painting.

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 (5/27).
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 (5/27).
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 (5/27).
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)(5/20). Cl&P poles are on site (5/27).
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). Roofer is to start out front tomorrow - 5/21 (5/20). Vents will be installed tomorrow & Thursday (5/27).
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)(5/20)(5/27).

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). Tile contractor is working on supplying label for submittal (5/20)(5/27).
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). Elevator contractor will be on site this Friday – 5/23 (5/20). Elevator is being installed presently, should be completed end of next week (5/27).
9. **Copper roof sleeves** – Aresco's HVAC contractor to submit RFI for which roof vents are to receive copper skins (5/13). Smaller vent pipes are to be wrapped in copper, larger vents – SPA to request directive for larger vents to be painted either black or patina copper color (5/20). SPA to contact SHPO for color of large vents (5/27).
10. **Paint mock up** – Painting contractor to select a wall in one of the rooms for a mockup of the new trim & cleaning of the existing trim work (5/20)(5/27).
11. **Removed closet inset** – SPA to send a directive to Aresco that the base molding is to continue into what was the coat rack area in the lower level, walls are to be painted (5/27).
12. **New roof vent/existing roof truss reconfiguration** – SPA to contact Structural Engineer for reconfiguration of existing roof trusses due to the width of the new roof vents are too large for the spacing of the existing roof trusses (5/27).
13. **New door hardware for "Assembly Room" on upper level** – SPA to provide Aresco with panic hardware data due to Fire Marshal's request that the doors be installed with panic hardware (5/27).
14. **Attachments –** None.
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 June 3rd at 7:30am.

NEW TOPICS OF DISCUSSION:

1. **In depth work for this week** – Closing up the ceiling in the Dining Room, site light pole bases are being installed, MEP continuing, pouring the new wall out front for the retaining wall, upper level is being painted, interior new stairs are being installed next week, starting trim on upper level next week, roof will be completed in a couple of weeks, prepping for sidewalks, pouring for west side of retaining wall.

CLOSED TOPICS OF DISCUSSION FROM PREVIOUS MEETING:

1. **Site Canopy base connection** – SPA to call the Structural Engineer for connection configuration of the canopy to concrete retaining wall connection. Resolved, closed (5/27).
2. **Millwork stain sample** – SPA has rejected the submitted stain sample, not enough red pigment (5/20). Millwork sample was approved at the site, closed (5/27).

PHOTOS:

Art Room

Lower level Bathroom

Lower level front entrance

Front retaining wall

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