

**MEMORANDUM OF MEETING**

PROJECT: Eckersley-Hall Senior Cntr, Middletown, CT

CLIENT: Town of Middletown

MEETING PLACE: Eckersley-Hall

DATE AND TIME: June 24, 2014

**ATTENDEES:**

Aresco Construction	Silver/Petrucci Architects	Site Contractor
Electrical Contractor	Painting Contractor	Flooring Contractor
Plumbing Contractor	Millwork Contractor	HVAC Contractor
Millwork Contractor	Concrete Contractor	Sprinkler Contractor

**Purpose: Construction Progress Meeting #37**

**Overall Stage of Construction for the week:** Site work, interior stair framing, finish ceiling install, MEP work & interior painting.

**TOPICS OF DISCUSSION;**

- 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 (6/24).
- 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 (6/24).
- 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 (6/24).
- 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, waiting for utility companies to start install (5/27)(6/3). All were informed that Aresco has put in a request that the Mayor's office help out in this situation (6/10). No word on power from the electrical company (6/17). No word yet from the utility company, panel is signed off, in CL&P's hands (6/24).
- 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) (6/3). Two weeks until bathroom tile install due to lead time (6/10). Tile delivery is about a week out (6/17) (6/24).

6. **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)(6/3)(6/10)(6/17).
7. **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)(6/3)(6/10). SPA has given Aresco direction but further questions are to be sent to the structural engineer (6/17). SPA/structural engineer are in discussion, SPA will submit resolution before next meeting (6/24).
8. **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). SPA to send out ASI (Architects Supplemental Instructions) (6/3)(6/10). Aresco is pricing for a future Change Order (6/17). SPA is reviewing (6/24).
9. **Soffit painting** – Will be painting for the next two weeks (6/10)(6/17). Painting has started today (6/24).
10. **HVAC/Boiler room** – Work is continuing in the boiler room for the mechanicals (6/10)(6/17). Waiting on circulators (6/24).
11. **New stairs** – to be completed end of next week plus (6/17). Continuing (6/24).
12. **Bathroom counter tops** – to be installed next week (6/17). Continuing (6/24).
13. **Site concrete** – prepping outside (6/17). Prepping for stairs on the north side, working on bocce court (6/24).
14. **Upper level clean up** – clean up and removal of non-permanent items is to start this Friday (6/17).
15. **Upper level revised guard rail hghts** – SPA to contact Joe Somalis for status of his research. SPA to follow up with Joe S. (6/24).
16. **Attachments** – None.
17. **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.
18. **Next site meeting** will be held on July 1<sup>st</sup> at 7:30am.

#### **NEW TOPICS OF DISCUSSION:**

1. **In depth work for this week** – MEP continuing, upper level is being painted, installing trim on upper & lower level 90% complete, continuing prepping for sidewalks, prepping for bocce court & ramp, wood flooring arriving today. Walkways & curbs work is to start in early July.
2. **Ceiling tile/MEP protrusions** – SPA & Aresco & MEP contractors are to walk the rooms for alignment issues.
3. **Stair tread metal noising** – Aresco has requested that SPA to provide a cut sheet for the metal noising of the stairs.

#### **CLOSED TOPICS OF DISCUSSION FROM PREVIOUS MEETING:**

1. **Elevator status** – Elevator will be arriving in approximately two weeks, May 15<sup>th</sup> (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). Elevator work should be completed early next week, mason & electrician will be working in the shaft this Friday or early next week (6/3). Substantially complete, punch list this Friday & block work to start today (6/10). Gypsum board is being installed around entrances to the elevator (6/17). Complete, closed (6/24).
2. **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). Painting contractor is to mock up a wall in the computer room on the upper level for review of SHPO & SPA (6/3). Mock up half completed, will be completed this Friday for next site meeting’s review (6/10). Room is all set for review (6/17). Reviewed, approved, closed (6/24).

4. **Marmoleum & carpet submittal** – SPA to send out approved Marmoleum & Carpet submittal (6/17). Closed sent to Aresco (6/24).
5. **Interior Designer to visit site** – Steve will ask the interior designer if her site review is needed. Not necessary as per the interior designer, further on in the project will be ok, closed (6/24).
6. **Valve submittal** – SPA to send out approved Valve submittal. Sent, Closed (6/24).

**PHOTOS:**

Upper Level (Health Room)



Upper Level Corridor



Lower Level (Game Room)



Bocce Court



***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