

**MEMORANDUM OF MEETING**

PROJECT: Eckersley-Hall Senior Cntr, Middletown, CT

CLIENT: Town of Middletown

MEETING PLACE: Eckersley-Hall

DATE AND TIME: October 15, 2013

**ATTENDEES:**

Aresco Construction	Silver/Petrucci Architects	Town of Middletown–Building Dept.
Alum. Door/Window Contractor	Steel Contractor	HVAC Contractor
Site Contractor	Flooring Contractor	Electrical
Abatement Contractor		

**Purpose: Construction Progress Meeting #2**

**Stage of Construction: Demolition, Drilling, Abatement**

**Attendees for next meeting: Site, Mechanical, Electrical, Plumbing & Abatement**

**TOPICS OF DISCUSSION;**

1. Safety issues – Hardhats mandatory, no smoking within 20’ of building (designated area will be provided, Bathroom access. No issues from previous meeting.
2. On site environment issues – VOC’s, Housekeeping, ventilation, clean areas, water, duct work.
3. LEED Management – waste management (dumpster classifications), training, manufacture/warehouse distance to job site, recycling content.
4. Submittals – labeling, timelines, in house / out house review personnel.
5. Town inspections & permits - who is pulling permits, lead time might take an extended amount of time.
6. Major decision time line for additional changes, committee review process’ for changes.
7. Abatement starting on October 11<sup>th</sup>. Ongoing.
8. Geo contractor to start drilling on October 14<sup>th</sup>. Ongoing.
9. Recycling is not thru town.
10. Existing portable structure is still in need of a home.
11. Working up in the attic area.
12. Chris from abatement company has asked for submittals.
13. October 28<sup>th</sup> is tentatively set up for trenching.
14. Mechanical demo is in progress
15. Drilling is all this week and next. No problems so far.

16. Demolition is 50% completed on lower level.
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.

<b>Item/Issue</b>	<b>Completed by</b>	<b>Open or Closed</b>
Existing oil tank to remain or be removed. Aresco to pricing	Aresco	Open
Can new walls be installed with metal in lieu of wood. Staying wood	SPA	Closed
Can new raised flooring to be installed with wood in lieu of metal. Staying metal.	SPA	Closed
Create a list of the conditions of the existing windows	Aresco	Open

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

1. Gas pressure from the street is fine.
2. Heating piping is to be kept as long as possible to heat building.

*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