

MEMORANDUM OF MEETING

PROJECT: Eckersley-Hall Senior Cntr, Middletown, CT

CLIENT: Town of Middletown

MEETING PLACE: Eckersley-Hall

DATE AND TIME: November 5, 2013

ATTENDEES:

Aresco Construction	Silver/Petrucci Architects	Site Contractor

Purpose: Construction Progress Meeting #5

Stage of Construction: Demolition, Drilling

Attendees for next meeting: Site, Electrical, Town of Middletown

TOPICS OF DISCUSSION;

1. Safety issues; Hardhats mandatory, no smoking within 20' of building (designated area will be provided, Bathroom access. (Item to be reviewed weekly). No issues from previous meeting.
2. On site environment issues; VOC's, Housekeeping, ventilation, clean areas, water, duct work. (Item to be reviewed weekly). No issues from previous meeting.
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.
4. Submittals; labeling, timelines, in house/out house review personnel. 10/15 - Subcontractors were reminded to provide division numbers. (Item to be reviewed weekly).
5. Town inspections & permits; Demo permit for portable structure is in progress. No rush. Building will be used for storage for a while.
6. Geo thermal: Contractor to be back on site today (11/5) to start work on north side.
7. Trenching; trenching on north side is in progress for geothermal lines
8. Demolition ; 11/5 - 75% complete on upper level & 65% completed on lower level.
9. Attic area; Working up in the attic area, starting later this week.
10. Clay soil; New structural soil is needed for the south parking lot. Bob Dobmier 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 it's instability as fill.5
11. See attached contractor's update sheet.
12. 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.

Item/Issue	Completed by	Open or Closed
Pages for the Hot water heater submittals need to be stamped individually.	Aresco	Closed
Electrical contractor needs Data contractor.	SPA	Open
Is there a phone system being installed & where?	SPA	Open
Aresco needs the Kiln exhaust manufacturer & product data.	SPA	Open
Projection screen cut sheet.	SPA	Open
Four metal doors are to be stained, why?	SPA	Open

CLOSED TOPICS OF DISCUSSION FROM PREVIOUS MEETING:

1. No topics were closed from previous meeting.

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

PROJECT UPDATE

Week Ending November 9

PROJECT: Middletown Senior/ Community Center
61 Durant Terrace
Middletown, CT

GENERAL CONTRACTOR: Aresco Construction Company

PROJECT STATUS:

Interior Demolition Ongoing in basement
Geothermal well drilling started on North side

SCHEDULE:

Continue interior demolition
Continue geothermal well drilling and grouting
Begin attic demolition

COST ISSUES:

Unsuitable soil replacement

CRITICAL ISSUES

- 1.
 2. CLP approval for temp power - coordinate with owner
 3. Kiln exhaust information from owner
 4. Review owner's data vendor
 5. Projection screen cut sheet from owner
 6. Confirm basement beam location at sprinkler room
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