

MEMORANDUM OF MEETING

PROJECT: Eckersley-Hall Senior Cntr, Middletown, CT

CLIENT: Town of Middletown

MEETING PLACE: Eckersley-Hall

DATE AND TIME: November 12, 2013

ATTENDEES:

Aresco Construction	Silver/Petrucci Architects	Site Contractor
Town of Middletown (Bob D.)	HVAC Contractor	Fire Suppression Contractor

Purpose: Construction Progress Meeting #6

Stage of Construction: Demolition & Drilling

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 (11/5). Power was cut for the portable structure. Town has record (11/12).
6. Geo thermal: Contractor to be back on site today -11/5 to start work on north side (11/5). Contractor to be on site today. 3-4 wells are to be drilled this week, excluding grouting (11/12).
7. Trenching; trenching on north side is in progress for geothermal lines
8. Demolition ; 11/5 - 85% complete on upper level & 75% completed on lower level (11/12).
9. Attic area; Working up in the attic area, starting later this week (11/5). Insulation is completely removed. Existing joists are being altered for new openings (11/12).
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 its instability as fill (11/5). Subcontractor is working on supply pricing (11/12).
11. See attached contractor's update sheet – no attachment.

- 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.

NEW TOPICS OF DISCUSSION:

- Next site meeting will be held on Monday, November 18th at 7:30am.
- Concrete slabs on lower level to be cut next week.
- A concern was brought up about the stability of the new concrete sidewalks & the existing clay soil. Bob Dobmeier recommended that the sidewalks will be fine on top of the existing clay.
- The roof on the south side which has been leaking, even before construction, will be temporarily covered & repaired when the roofing process begins.

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. Data contractor is to be in touch with Aresco	Aresco	Open
Is there a phone system being installed & where?	SPA	Open
Aresco needs the Kiln exhaust manufacturer & product data. To be researched at a later date.	SPA	Closed
Projection screen cut sheet.	SPA	Open
Four metal doors are to be stained, why? Metal doors at the kitchen area are for Microbial reasons.	SPA	Closed

CLOSED TOPICS OF DISCUSSION FROM PREVIOUS MEETING:

- 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