

**MEMORANDUM OF MEETING**

PROJECT: Eckersley-Hall Senior Cntr, Middletown, CT

CLIENT: Town of Middletown

MEETING PLACE: Eckersley-Hall

DATE AND TIME: December 3, 2013

ATTENDEES:

Aresco Construction	Silver/Petrucci Architects	HVAC Contractor
Electrical Contractor	Site Contractor	Fire Protection Contractor

**Purpose: Construction Progress Meeting #9**

**Stage of Construction for the week: Demolition, electrical, insulator & HVAC, attic plywood & trenching, framing, slab work, elevator excavation & column footings.**

**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, vacuuming every day & major clean on Fridays. (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.
5. Trenching; trenching on north side is in progress for geothermal lines. Trenching is set for next week (11/18). Trenching to be completed early next week (11/26). Trenching to be completed end of this week (12/3).
6. Demolition; 95% complete in the attic, 90% complete on upper level & 85% completed on lower level (12/3).
7. 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) (11/18). Started plywood in non-walkway areas & insulation has started (11/26). Plywood & insulation work is continuing (12/3).
1. Clay soil; New structural soil is needed for the south parking lot. Bob Dobmeier 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). Joe is reviewing the pricing (11/18). Pricing is

being reviewed by SPA (11/26). Due to a flood in the basement of about 3-4 inches Aresco is going to proceed with filling the ash area on the south side with the required material (12/3).

8. Concrete slabs on lower level to be cut next week (11/12). Slabs to be cut this week (11/18). All slabs have been cut, removal is continuing & will be completed on 11/27 (11/26). 95% of the slabs are removed & currently working on removing the rubble beneath the slabs (12/3).
9. Excavation for the elevator pit to begin next week. A concern was brought up about the water in this area, present & future. Further investigation will proceed as the pit is excavated (11/26). Excavation of pit has begun & encountering large pieces of rubble & removing stairs is slower than anticipated due to size of existing stair foundations (12/3).
10. See attached contractor's update sheet – No attachments.
11. Site utilities will begin in early December (11/26) (12/3).
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.
13. Next site meeting will be held on December 10th at 7:30am.

**NEW TOPICS OF DISCUSSION:**

2. Comment – Due to a short holiday week, work was minimized compared to a regular work week.
3. Aresco has requested that Bob Dobmeier visit the site for the next weekly site meeting on 12/10.

Item/Issue	Completed by	Open or Closed
Electrical contractor needs Data contractor. Data contractor is to be in touch with Aresco. Waiting on town's Data personnel. Data personnel to respond back after the week of 12/9.	Aresco	Open
Is there a phone system being installed & where? Waiting on town's Data personnel. Data personnel to respond back after the week of 12/9.	Aresco	Open
Projector information. Waiting on town's Data personnel. Data personnel to respond back after the week of 12/9.	Aresco	Open

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

1. The roof on the south side which has been leaking, even before construction, will be temporarily covered & repaired when the roofing process begins. Temporary covered was successful for heavy winds & rains this week (11/26). Closed (12/3).

**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