

MEMORANDUM OF MEETING

PROJECT: Eckersley-Hall Senior Cntr, Middletown, CT

CLIENT: Town of Middletown

MEETING PLACE: Eckersley-Hall

DATE AND TIME: December 31, 2013

ATTENDEES:

Aresco Construction	Silver/Petrucci Architects	HVAC Contractor
Electrical Contractor	Sprinkler Contractor	Site Contractor
Steel Contractor		

Purpose: Construction Progress Meeting #13

Stage of Construction for the week: Demolition, electrical, framing for the elevator, new stud wall construction.

TOPICS OF DISCUSSION;

1. **Safety issues;** Hardhats mandatory, no smoking within 20' of building (designated area has been 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. **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). Waiting for next committee meeting to discuss (12/17) (12/24) (12/31).
5. **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). Mechanical room is the only area left for slab removal. Rubble is almost out. The large pile of rubble total was approximately 10ft x 15ft which is removed (12/10). Rough-ins for mechanicals & fill in progress (12/17). Slabs are done, elevator back filling - some this week, most will be next year. (12/24).

6. **Site utilities** will begin in early December (11/26) (12/3). Utilities to start next week (12/10). Starting next week for utilities due to weather (12/17). Work to start next week due to past weather issues (12/17). Starting next week (12/24). Dry wells starting Thursday–1/2/14, weather dependent (12/31).
7. **HVAC chase** is underway (12/10). Still in progress (12/17) (12/24) (12/31).
8. **Electrical investigation** for walls is underway so that new lines will be concealed properly (12/10). On-going (12/17) (12/24) (12/31).
9. **Lower level concrete rib/ductwork conflict** – reviewed conflict with concrete ribs & new duct work. Resolution to be resolved at this Friday’s SPA/Aresco/HVAC contractor meeting (12/17). In progress, discussed layout. Aresco & HVAC contractor will be giving direction at next meeting for layout conflict to SPA (12/24). Laying out today - 12/31 for SPA to take photographs for engineer’s review - (12/31).
10. **Sprinkler system** – Sprinkler contractor starting week of Christmas. Material is to be delivered on Monday (12/17). Material was delivered - 12/24, installation to start this week (12/24). Started (12/31).
11. **Water penetrating existing foundation walls** – Investigation is ongoing (12/17) (12/24). Due to another flood in the lower level, Aresco is meeting this afternoon with the site contractor to receive pricing for a French Drain on the west elevation. Flooring of the lower level in the Dining area cannot be completed until the issue is resolved. Discussions and pricing will be brought up at the next committee meeting (12/31).
12. **L.E.E.D./Aresco** - Val from Aresco will be in touch with John from SPA in January to review the progress of the L.E.E.D. program. Waiting for first of the year (12/31).
13. **See attached contractor’s update sheet** – no attachments.
14. **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.
15. **Next site meeting** will be held on January 7th at 7:30am.

NEW TOPICS OF DISCUSSION:

1. **Slabs** – Pouring in January.
2. **Exterior piers** – Prepping for pier pouring this week.
3. **Steel** – Starting steel work for beams this week.

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. Bob Dobmeier to contact the Data Personnel again (12/10). Bob has contacted individual a few weeks ago. Steve to send email to Bob to have Data Personnel contact Joe. Issue is turning critical (12/31)	SPA	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. Bob Dobmeier to contact the Data Personnel again (12/10). Bob has contacted individual a few weeks ago. Steve to send email to Bob to have Data Personnel contact Joe. Issue is turning critical (12/31)	SPA	Open
Projector information - Waiting on town’s Data personnel. Data personnel to respond back after the week of 12/9. Bob Dobmeier to contact the Data Personnel again (12/10). Bob has contacted individual a few weeks ago. Steve to send email to Bob to have Data Personnel contact Joe. Issue is turning critical (12/31)	SPA	Open
Door closure issue – it was determined that the door closers might be a tight fit/conflict with the frame opening. Aresco to is to order one closer & provide installation of the unit for review by the architect’s office. Ordered (12/24). Shipping in progress (12/31).	Aresco	Open

CLOSED TOPICS OF DISCUSSION FROM PREVIOUS MEETING:

1. **Under pinning** in front will be done by Monday. Completed, closed (12/31).
2. **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). Plywood for catwalk is in progress as well as insulation (12/10). 85% complete (12/17). Opening up & framing for elevator in progress (12/24). Topic closed – mechanical work in progress for the next few months (12/31).
3. **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). Work is ongoing (12/10). Footing poured. Town was not ready for testing as per Bob. Starting forming walls, pouring before Christmas as well as one under pinning location (12/17). Footings are poured, working on frame work for concrete pour (12/24). Closed, backfill only needs to be completed (12/31).

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