

MEMORANDUM OF MEETING

PROJECT: Eckersley-Hall Senior Cntr, Middletown, CT

CLIENT: Town of Middletown

MEETING PLACE: Eckersley-Hall

DATE AND TIME: March 11, 2014

ATTENDEES:

Aresco Construction	Silver/Petrucci Architects	Data Contractor
Asbestos Contractor	Concrete Contractor	Site Contractor
Plumbing Contractor	Roofing Contractor	Electrical Contractor

Purpose: Construction Progress Meeting #22

Overall Stage of Construction for the week: New stud wall construction, interior stair framing, finish ceiling install, HVAC attic work and M.E.P. work.

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. Reminders were sent out (2/11). No issues (3/11).
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. Reminders were sent out (2/11). No issues (3/11).
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. No issues (3/11).
4. **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). Starting tomorrow (1/7). Installation in progress, yard drains are in now (1/21). Continuing on yard drains next week, weather dependent (1/28). On hold due to cost (2/4) (2/11). On hold pending SHPO's approval & weather (2/18) (2/25). Waiting for approval from SHPO, SPA to contact SHPO for status of Change Order (3/4). On-going (3/11).
5. **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). Started working down from the attic, snapping lines on ceiling (1/7). Upper level is roughed in, lower level material to be delivered next week (1/21). Lower rough-ins starting tomorrow (1/28). Ongoing (2/4). On hold until heat is moved (2/11). Working on attic & second floor drops (2/18). 60% of the upper level is complete (2/25). Contractor has worked as far as they can, on hold until more walls are completed (3/4). On-hold (3/11).

6. **Asbestos piping found**, Bob Dobmeier is to notify Abatement Company (1/21). Aresco is working on pricing (1/28). Subcontractor is working on pricing (2/4) (2/11) (2/18). Still under investigation (2/25). Work to start next Tuesday (3/4). Starting today prepping for boiler (3/11).
7. **HVAC contractor to supply ABS control's** general information to SPA prior to formal submittal (2/4). SPA has received general information & is reviewing (2/11) (2/18). SPA has sent approved email for Aresco to submit formal paperwork (2/25). "Control contractor to arrive today (3/4) (3/11).
8. **Meeting for exterior work** (roofing, masonry, overhangs & painting) meeting to be held today for the coordination for March's work (weather permitting) to be held today (2/11). Meeting was held with subcontractors, Aresco & SPA, SPA to contact SHPO for meeting with Contractor, SHPO & SPA to meet at site (2/18). SPA to call all parties (2/25). Site meeting set for today, starting soffit work the end of March (3/4). A meeting is set to talk about the roof work after the weekly meeting (3/11).
9. **Shed demolition** is in progress (2/25). Aresco is to coordinate with Bob Dobmeier (3/4). The paperwork is all set. Looking to submit demo permit next week (3/11).
10. **Attachments** – None.
11. **Site work on hold** until SHPO approval.
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 March 18th at 7:30am.

NEW TOPICS OF DISCUSSION:

1. In depth work for this week; Asbestos, wall framing, site work, bathroom upstairs rough-ins and MEP continuing, starting bathroom walls today.
2. New screen coordination to take place this week.

CLOSED TOPICS OF DISCUSSION FROM PREVIOUS MEETING:

1. **Steel** – Starting steel work for beams this week. Work is continuing (1/7). Steel is arriving on tomorrow (1/21). Starting today (1/28). Installation in progress (2/4). Front column in progress, should be completed end of next week (2/11). Complete, Aresco is to send additional RCO for steel work, currently working on breakdown, waiting for breakdown from subcontractors (2/18). Aresco to send cost (2/25). SPA to review (3/4). Closed (3/11)
2. **Old septic tank found** on site (1/21). Aresco is working on pricing (1/28) (2/4). SPA has received pricing from Aresco and will review & formalize paper work for submittal to committee (2/11). Waiting on SHPO's approval (2/18) (2/25). Waiting for approval from SHPO, SPA to contact SHPO for status of Change Order (3/4). Closed (3/11)
3. **Old sewer line found** with too many turns (1/21). Aresco, SPA & Bob Dobmeier to meet with civil engineer on site (1/28). Aresco is working on pricing (2/4). SPA has received pricing from Aresco and will review & formalize paper work for submittal to committee (2/11). Waiting on SHPO's approval (2/18) (2/25). Waiting for approval from SHPO, SPA to contact SHPO for status of Change Order (3/4). Closed (3/11)
4. **Wood stair framing** starting early next week (1/28). Started, layout complete (2/4). Ongoing (2/11) (2/18) (2/25) (3/4). Closed (3/11)

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