

**MEMORANDUM OF MEETING**

PROJECT: Eckersley-Hall Senior Cntr, Middletown, CT

CLIENT: Town of Middletown

MEETING PLACE: Eckersley-Hall

DATE AND TIME: March 18, 2014

ATTENDEES:

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

**Purpose: Construction Progress Meeting #23**

**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 (3/18).
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 (3/18).
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 (3/18).
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). Power is in from the street underground & waiting on CL&P for final connection (3/18).
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). Will 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). Will be starting up next week for the lower level (3/18).

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). Waiting on cost from the subcontractor (3/18).
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) (3/18).
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). Work will start at the end of the month, weather dependent (3/18).
9. **Shed demolition** is in progress (2/25). Aresco is to coordinate with Bob Dobmeier (3/4). The paper work is all set. Looking to submit demo permit next week (3/11). Submitting the permit this week (3/18).
10. **New screen coordination** to take place this week (3/18). Contractor needs the product information from the city, SPA to notify the city for the requested information (3/18).
11. **Attachments** – None.
12. **Site work on hold** until SHPO approval (3/11)(3/18).
13. **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.
14. **Next site meeting** will be held on March 26<sup>th</sup> (Wednesday) 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, removing ceiling debris from lower level, electrical work starting next week (upper level rough-ins are completed). Plumbing walls are up. All major duct work is done.
2. Boiler is being removed on Thursday.
3. Oil tank is being removed today.

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

1. **None.**

#### **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