

MEMORANDUM OF MEETING

PROJECT: Eckersley-Hall Senior Cntr, Middletown, CT

CLIENT: Town of Middletown

MEETING PLACE: Eckersley-Hall

DATE AND TIME: June 10, 2014

ATTENDEES:

Aresco Construction	Silver/Petrucci Architects	Site Contractor
Electrical Contractor	Painting Contractor	Roof Contractor
Plumbing Contractor	Millwork Contractor	HVAC Contractor

Purpose: Construction Progress Meeting #35

Overall Stage of Construction for the week: Site work, interior stair framing, finish ceiling install, MEP work, elevator & interior painting.

TOPICS OF DISCUSSION;

1. **Safety issues;** Hardhats mandatory, no smoking within 20' of building (designated area has been provided), portable toilets are on site. (Item to be reviewed weekly). No issues from previous meeting (6/10).
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 (6/10).
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 (6/10).
4. **Site utilities;** Power is in from the street underground & waiting on CL&P for final connection (3/18). Geothermal site work has started back up (3/26). Most of the drywells are in, started drilling again, and should be done by end of week (4/1). Most underground is in except for front, CL&P has been notified (4/8). Site contractor is ready to come around the front side tomorrow, Aresco is meeting with gas company today (4/15)(4/22). Pipes have been run out to the pole, Aresco is waiting on CL&P to move the pole, waiting on the gas company to install the meters (4/29). Waiting on CL&P & Gas company to complete connections (5/6) (5/13)(5/20). CL&P poles are on site, waiting for utility companies to start install (5/27)(6/3). All were informed that Aresco has put in a request that the Mayor's office help out in this situation (6/10).
5. **Tile Submittal** – SPA to forward the review of the tile submittals to Aresco (4/28). SPA is has requested a label on one submittal due to missing label (5/6) (5/13). Tile contractor is working on supplying label for submittal (5/20)(5/27) (6/3). Two weeks until bathroom tile install due to lead time (6/10).
6. **Elevator status** – Elevator will be arriving in approximately two weeks, May 15th (5/6). Elevator to arrive last week of May (5/6) (5/13). Elevator contractor will be on site this Friday – 5/23 (5/20).

Elevator is being installed presently, should be completed end of next week (5/27). Elevator work should be completed early next week, mason & electrician will be working in the shaft this Friday or early next week (6/3). Substantially complete, punch list this Friday & block work to start today (6/10).

7. **Paint mock up** – Painting contractor to select a wall in one of the rooms for a mockup of the new trim & cleaning of the existing trim work (5/20)(5/27). Painting contractor is to mock up a wall in the computer room on the upper level for review of SHPO & SPA (6/3). Mock up half completed, will be completed this Friday for next site meeting's review (6/10).
8. **Removed closet inset** – SPA to send a directive to Aresco that the base molding is to continue into what was the coat rack area in the lower level, walls are to be painted (5/27)(6/3)(6/10).
9. **New roof vent/existing roof truss reconfiguration** – SPA to contact Structural Engineer for reconfiguration of existing roof trusses due to the width of the new roof vents are too large for the spacing of the existing roof trusses (5/27)(6/3)(6/10).
10. **New door hardware for "Assembly Room" on upper level** – SPA to provide Aresco with panic hardware data due to Fire Marshal's request that the doors be installed with panic hardware (5/27). SPA to send out ASI (Architects Supplemental Instructions) (6/3)(6/10).
11. **Carpet Review** – SPA to review carpet samples (6/10).
12. **Soffit painting** – Will be painting for the next two weeks (6/10).
13. **HVAC/Boiler room** – Work is continuing in the boiler room for the mechanicals (6/10).
14. **Attachments** – None.
15. **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.
16. **Next site meeting** will be held on June 17th at 7:30am.

NEW TOPICS OF DISCUSSION:

1. **In depth work for this week** – Closing up the ceiling in the Dining Room, site light pole bases are being installed, MEP continuing, pouring the new wall out front for the retaining wall, upper level is being painted, installing trim on upper level, continuing prepping for sidewalks, prepping for bocce court & ramp.
2. **New stairs** – to be completed end of next week plus.
3. **Bathroom counter tops** – to be installed next week.
4. **Site concrete** – prepping outside.
5. **Upper level clean up** – clean up and removal of non-permanent items is to start this Friday.

CLOSED TOPICS OF DISCUSSION FROM PREVIOUS MEETING:

1. **Roofing** to start the week of April 5th (3/26). Contractor is to start prepping on Friday for ripping on Monday of next week (4/1). Started removal yesterday (4/8). 50% complete for roof removal (4/15). Working on back side of building (4/22). Removal is complete, subcontractor ready to install new roof, weather dependent (4/29). Weather tight for now, cupola is the next stage which will start this week or next (5/6). Starting next Tuesday for finish product (5/13). Roofer is to start out front tomorrow - 5/21 (5/20). Vents will be installed tomorrow & Thursday (5/27). Substantially complete, curbs & vents are left to be installed (6/3). Completed, closed (6/10).
2. **Existing lower level concrete wall** - Aresco needs letter from engineer to say that existing concrete wall between the back side of the projection screen & the Mechanical Room is structurally sound, SPA to notify Structural Engineer. SPA has notified the Structural Engineer (4/15). SPA to follow up with the Structural Engineer (4/22). SPA is waiting on letter from Structural Engineer (4/29) (5/6) (5/13)(5/20)(5/27)(6/3). Will provide before project completion , closed (6/10).
3. **Copper roof sleeves** – Aresco's HVAC contractor to submit RFI for which roof vents are to receive copper skins (5/13). Smaller vent pipes are to be wrapped in copper, larger vents – SPA to request

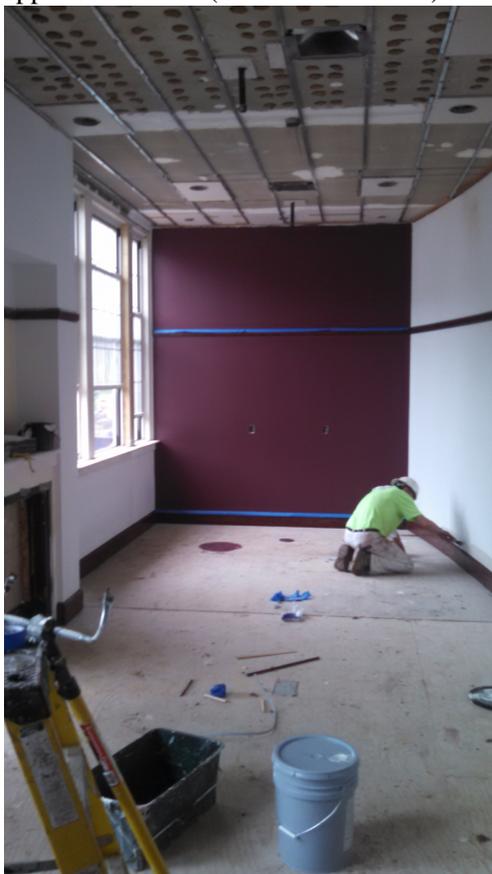
directive for larger vents to be painted either black or patina copper color (5/20). SPA to contact SHPO for color of large vents (5/27)(6/3). Closed (6/10).

PHOTOS:

Upper level room (Health Screening Room)



Upper level room (Conference Room)



South west corner (Bocce Ball area)



North west corner



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