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MEMORANDUM OF MEETING

PROJECT: Eckersley-Hall Senior Cntr, Middletown, CT
CLIENT: Town of Middletown
MEETING PLACE: Eckersley-Hall
DATE AND TIME: August 26, 2014

ATTENDEES:

Aresco Construction	Silver/Petrucelli Architects	Site Contractor
Electrical Contractor	Flooring Contractor	HVAC Contractor
Plumbing Contractor	Painting Contractor	

Purpose: Construction Progress Meeting #46
Overall Stage of Construction for the week: Site finish work, Mechanical-Electrical-Plumbing finish work, Millwork & 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 (8/26).
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 (8/26).
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 (8/26).
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). No word on power from the electrical company (6/17). No word yet from the utility company, panel is signed off, in CL&P's hands (6/24). Yankee gas has visited the site (7/1). Wrong poles installed by utility company, three weeks until corrected poles will be installed (7/8). No word from the utility company in when reinstallation will take place (7/15) (7/22). Gas is being installed today, no word on electrical (7/29). No word from CL&P, SPA has request help from Joe Somalis for assistants (8/5). No word from utility company (8/12)(8/19). CL&P has created a work order but no word on install date (8/26).

5. **HVAC/Boiler room –** Work is continuing in the boiler room for the mechanicals (6/10) (6/17). Waiting on circulators (6/24) (7/1) (7/8) (7/15). Circulators to arrive 1st week in August (7/22) (7/29). Have arrived (8/5). Circulators are being install today, 90% complete overall (8/12). Waiting on two circulators, should arrive any day (8/19). Delivery to be in two weeks' time (8/26).
6. **New stairs –** to be completed end of next week plus (6/17). Continuing (6/24). Workable stairs from upper level to attic later today (7/1). Completed to attic as planned (7/8). Week after next to start back in on the lower portion of the stairs (7/15). Lower portion on hold (7/22). Next week to continue on lower portion (7/29). In progress for lower level portion (8/5). Lower portion of treads are left to be installed, to be completed by the end of the week (8/12). Framing complete, treads are being ordered today (8/19). Treads are on order (8/26).
7. **Site concrete –** prepping outside (6/17). Prepping for stairs on the north side, working on bocce court (6/24). Starting next week working on north stairs & sonotubes (7/1). Sidewalk & stairs are prepped & ready for concrete (7/8). North stairs are complete, Bocce Court by the end of the week, starting sidewalks next week (7/15). Pouring south stairs tomorrow (7/22). Stairs are complete & Bocce Court is finishing up, sidewalks are in progress (7/29). Sidewalks are in progress (8/5) (8/26). Prepping & pouring for front sidewalks this week (8/12). Prepping for south sidewalks today (8/19).
8. **Kilns on site –** Aresco needs kilns on site to continue this portion of work (7/8). Waiting for delivery from town (7/15). Kilns to arrive on site in about a week (7/22). Ready for kilns next week (7/29). Aresco is prepared for arrival any time after Monday, Steve is to follow up with Joe S. for delivery date (8/5). Delivery for kilns to the site is possibly this week (8/12). SPA to follow up on delivery date (8/19). SPA to send out email to Joe S. & Bob D (8/26).
9. **Future use of window screens –** SPA to investigate future use of screens (being replaced?) (7/8). SPA to send email to Bob D. & Joe S. to request outcome of existing screens (7/15) (7/29). Aresco is to provide pricing for new screens (8/5)(8/12). Aresco is working on pricing, waiting on subcontractor (8/19). Aresco is to meet with subcontractor on site (8/26).
10. **Underlayment for carpet/linoleum –** It is suggested that an underlayment under the new carpet/linoleum is needed due to the existing wood flooring and it's size, characteristics & condition, subcontractor is to submit pricing for a change order, carpet install to begin in late August (7/29). Aresco is to provide pricing for change order (8/5)(8/12). SPA is reviewing change order, SPA is to send to committee for their approval (8/19) (8/26).
11. **Paver on the north side –** Site is ready for pavers on the north side, Aresco is holding off for future install for cautionary reasons (such as damage to pavers) (7/29). Pavers arriving this week for north side (8/5). Prepping is complete, starting on west side today (8/12). Pavers are in on west side, starting on north side (8/19). Paver installation is starting on front today (8/26).
12. **Asphalt paving** to start the end of August (8/5) (8/12) (8/19) (8/26).
13. **Exterior painting** is ready to start next week (8/5). Starting this week, weather dependent (8/12). Starting on south side this week (8/19). Ongoing, all is primed on the exterior (8/26).
14. **Substantial completion** is scheduled for end of September (8/19) (8/26).
15. **Upper level floors –** Starting upper level bathroom tile floors, sanding again today on the wood floors (8/26).
16. **Upper level painting –** Finishing up next week (8/19). Sanding floors today, next week floors will have two coats of polyurethane (9/26). Will be adding final touches after floors have two coats of polyurethane (9/26).
17. **Kitchen equipment –** Delivery is today (8/19). Installed (9/26).
18. **Painting pavers in parking area –** SPA to contact landscape designer to confirm pavers are to be striped (8/19). SPA has confirmed that pavers are to be painted (9/26).
19. **Attachments –** None.
20. **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.
21. **Next site meeting** will be held on September 2nd at 7:30am.

NEW TOPICS OF DISCUSSION:

1. **In depth work for this week** – MEP continuing – installing outlets (no plates yet), working on hallway railings, dining room ceiling is 80% complete, lower level doors to be installed in a few weeks, pergola install this week, installing trim on lower level in selected areas, prepping & installing sidewalks.
2. **Tack boards -** being installed today.
3. **Upper level trim** – to be completed next week.

CLOSED TOPICS OF DISCUSSION FROM PREVIOUS MEETING:

1. **Commissioning** – Steve to talk to Mechanical Engineer for information on Commissioning (7/29). SPA is researching for individual to perform commissioning (8/5)(8/12). Possible in house commissioner (8/19). Closed, SPA to handle commissioning in house (8/26).
2. **Plantings for non-operable door to Mechanical room** – Steve to talk to Landscape designer for redesign of entry door (7/29). Landscaper is preparing alternate configuration (8/5). Issue is in Landscaper's hands (8/12). SPA to follow up with landscape designer (8/19). Closed, Landscape Designer to coordinate plantings during installation process (8/26).

PHOTOS:

Lower Level (Kitchen)

Upper Level (Library)

East Elevation – Main Entrance Drive Up Area

North Elevation – Parking area

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