SILVER / PETRUCELLI + ASSOCIATES
Architects / Engineers / Interior Designers
3190 Whitney Avenue, Hamden, CT 06518-2340
Tel: 203 230 9007 Fax: 203 230 8247
silverpetrucelli.com

MEMORANDUM OF MEETING

PROJECT: Eckersley-Hall Senior Cntr, Middletown, CT
CLIENT: Town of Middletown
MEETING PLACE: Eckersley-Hall
DATE AND TIME: September 16, 2014 (no meeting on Sept 9th)

ATTENDEES:

Aresco Construction	Silver/Petrucelli Architects	Site Contractor
Electrical Contractor	Plumbing Contractor	

Purpose: Construction Progress Meeting #48
Overall Stage of Construction for the week: Site finish work, Mechanical-Electrical-Plumbing finish work, Millwork, Flooring & Interior/Exterior 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 (9/16).
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 (9/16).
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 (9/16).
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). CL&P has removed

one pole, still no install date (9/2). Possible electricity this week – CL&P is working on the street today (9/16).

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). Circulators are due in next week (9/2). Circulators should be completed this week, in two weeks should be all completed (9/16).
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). Waiting on template person, material is in (9/2). Treads are here & need to be installed (9/16).
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) (9/2). A couple of walks are left, should be done this week (9/16).
8. **Kilns on site** – Aresco needs the 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). Aresco is to send request that someone from the town visit the site to locate the kilns in the room (9/2). Aresco is waiting on town to send someone out to locate the kilns (9/16).
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). Screen contractor is to review the existing screens today (9/2). Subject on hold as per the town, existing screens are to be removed (9/16).
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). SPA to contact SHPO for a verbal approval (9/2). Waiting on SHPO's approval (9/16).
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). Paver install is 98% complete (9/2). Completed except for bench area, which will be completed next week (9/16).
12. **Asphalt paving** to start the end of August (8/5) (8/12) (8/19) (8/26). Scheduled for 9-8 to pour (9/2). Completed, curbs are going in today (9/16).
13. **Substantial completion** is scheduled for end of September (8/19) (8/26) (9/2). End of October due to CL&P issues (9/16).
14. **Upper level floors** – Starting upper level bathroom tile floors, sanding again today on the wood floors (8/26). Bathroom floors are 98% complete (9/2) (9/16).

15. **Upper level painting** – Finishing up next week (8/19). Sanding floors today, next week floors will have two coats of polyurethane (8/26). Will be adding final touches after floors have two coats of polyurethane (9/2) (9/16).
16. **Attachments –** None.
17. **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.
18. **Next site meeting** will be held on September 23rd at 7:30am.

NEW TOPICS OF DISCUSSION:

1. **In depth work for this week** – Electrical is waiting on lights, hallway railings are being installed next week, toilet partitions will be completed today, millwork for lower level offices are going in next week, flooring is ongoing, closing ceilings, elevator start up, fire alarm & landscaping are continuing as well as the roll up door for the kitchen to be installed next week.

CLOSED TOPICS OF DISCUSSION FROM PREVIOUS MEETING:

1. **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) (9/2). Completed, closed (9/16).
2. **Kitchen equipment** – Delivery is today (8/19). Installed (9/26). Install is 98% complete (9/2). Completed, closed (9/16).

PHOTOS:

Lower Level (Men's Bathroom)

Upper Level (Conference Room)

Lower Level (Main Entrance)

East Elevation – Main Entrance Drive-up Area

South East Corner (Parking Area/Entrance)

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