

**East Hartford Senior Center****740 Main Street, East Hartford, CT****TEAM MEETING**

**MEETING DATE:** 6.21.21  
**TIME:** 11:00 am  
**LOCATION:** Go-To Meeting  
**CONDUCTED BY:** DCC & Town of East Hartford

Name	Present	Company	Abbrev.
Mayor M. Leclerc		Town of East Hartford	ML
Eileen Buckheit		Town of East Hartford	EB
Jeff Anderson		Downes Construction Company, LLC	JA
John Fraioli		Downes Construction Company, LLC	JF
Mike Dell'Accio		Downes Construction Company, LLC	MD
Chris Williams		CWA Architects	CW
Portia Elmer		CWA Architects	PE
Alex D'Agostino		Newfield Construction	AD

**Items Discussed:**  
**(responsibility)****BIC = "Ball in court"**

<u>Item</u>		<u>Status</u>	<u>BIC</u>
1.3	<b><u>Certificate of Occupancy</u></b> Update 6.14.21  A TCO was issued on 4/15/2021. The following items to be completed prior to CO.  1. Wood Doors: Newfield has met the AHJ and the closers are lowered/adjusted as much as possible. Wood door push/pull is currently at 6-7 psi. Newfield to reach out to door hardware	<b>Open</b>	<b>DCC</b>

	<p>manufacturer representative on wood doors. CWA stated the Assa Abloy rep was scheduled for a site visit on 6/11. CWA to follow up.</p> <p>2. Aluminum/Glass Doors: Regarding glass doors, closers were adjusted as well. PSI is currently a 15-16 psi. Newfield stated it is option to remove the closers and add door stops. Newfield to remove one closer as an example and inform when can be done and complete.</p> <p><b>Update 6.21.21</b></p> <p><b>A TCO was issued on 4/15/2021. The following items to be completed prior to CO.</b></p> <p><b>1. Wood Doors:</b></p> <p><b>2. Aluminum/Glass Doors:</b></p>		
1.4	<p><b><u>Punchlist Items</u></b></p> <p><b>Update 6.14.21</b></p> <p><b>Mirrors:</b> Newfield and NE Glass and Mirror have agreed to replace several mirrors in question. <b>Newfield to field measure this week. Installation is scheduled for 6/22/21, work to be performed in one day. The room will not be accessible during the replacement. Any damage to the wall will be repaired. Newfield to confirm correct sizes and amounts of mirror was installed. 4' widths are shown on drawings. Newfield to confirm time and schedule. OPEN.</b></p> <p><b>Fence:</b> The fence was installed per plans and specification. Fence was painted incorrect color but it ultimately acceptable. COMPLETE. <b>Newfield provide required maintenance and extra materials for painting.</b></p> <p><b>Vestibule Walk off Matt and Tile:</b> Gap in the middle of the entrance mats, installation is not acceptable. DCC to review with CWA confirm. CWA provided a recommendation to attach backside of mat prior to installation. Newfield to review with installer. OPEN.</p> <p><b>Exterior Doors</b> – Gap at exterior doors. Newfield to provide a possible solution to increase the size of the gasket and sweep for review. OPEN.</p> <p><b>Locker room countertops</b> – Lockerroom counter tops were ordered as an FF&amp;E item. CWA to confirm delivery and installation date with Red Thread. OPEN.</p> <p><b>Canory Roof</b> – CWA has a proposed solution to mitigate dripping issue. Newfield to provide proposal.</p> <p><b>Shelving and Cabinets in banquet area, Café and Demo Kitchen</b> - CWA, Newfield and DCC to review.</p> <p><b>Update 6.21.21</b></p>	Open	DCC

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1.5	<p><b><u>Verogy Solar Installation</u></b> Update 3.31.21 Verogy is awaiting Interconnection and municipal permitting. Construction is expected to start May 24. Update 6.7.21 Permitting is complete, construction scheduled to start 6/21/21. Verogy had an issue with cost proposal to upgrade and move transformer. DCC to confirm schedule and area of work exterior and interior as well as detailed plan including occupant impacts for example, power shutdown. <b>Update 6.14.21</b> Verogy is scheduled to start w/o 6/21 or 6/28. Completion is expected early-mid Aug. Verogy to provide a schedule and plan this week. The building can be occupied during installation. Work will take place in the electrical/storage room, at the roof and backside of the building. There will be an equipment and</p>	Open	DCC

	material delivery and placement. Verogy/DCC to confirm with EH storage availability in the parking lot and material placement at the roof during off hours. DCC to provide summary of work taking place as well as Verogy's schedule and plan. <b>Update 6.21.21</b>		
<b>Item</b>	<b>New Business</b>	<b>Status</b>	<b>BIC</b>
2.1	<b>Additional "Day 2" Items. Review status.</b> Update 6.14.21 <ol style="list-style-type: none"> <li>1. Plaque Installation- Sketch was provided by CWA on 6/4/21, Newfield to provide pricing for installation.</li> <li>2. Exterior numbering and signage. CWA to provide direction to Newfield for pricing</li> <li>3. Kitchen/Server Cabinetry. Newfield to provide pricing. DCC to follow-up. Counter separate.</li> <li>4. Gasket and Sweep at Doors – Newfield to provide proposed solution and Pricing.</li> <li>5. Diverter at Roof - Newfield to provide proposal to reverse diverter at roof to avoid.</li> </ol> <b>Update 6.21.21</b> <ol style="list-style-type: none"> <li>1. Plaque Installation- Sketch was provided by CWA on 6/4/21, Newfield to provide pricing for installation.</li> <li>2. Exterior numbering and signage. CWA to provide direction to Newfield for pricing</li> <li>3. Kitchen/Server Cabinetry. Newfield to provide pricing. DCC to follow-up. Counter separate.</li> <li>4. Gasket and Sweep at Doors – Newfield to provide proposed solution and Pricing.</li> <li>5. Diverter at Roof - Newfield to provide proposal to reverse diverter at roof to avoid.</li> </ol>	<b>Open</b>	<b>CWA/DCC</b>
2.2	<b>Furniture</b> Update 6.14.21 <ol style="list-style-type: none"> <li>1. Demo Kitchen Raising of Chairs. CWA is providing a quote from Steelcase.</li> <li>2. CWA to confirm cocktail tables. 38" height is required. A black table is acceptable.</li> <li>3. Book cases for office area to match office furniture. Confirm if locked file cabinets are required.</li> <li>4. Locker room benches, Eileen provided color. CWA to review. Possible benches at cardio room.</li> <li>5. Exercise Room Cubbies – Eileen provided color, CWA to review.</li> <li>6. Locker Room Countertops – CWA to review with Red Thread.</li> </ol> <b>Update 6.21.21</b> <ol style="list-style-type: none"> <li>7. Demo Kitchen Raising of Chairs. CWA is providing a quote from Steelcase.</li> </ol>	<b>Open</b>	<b>CWA</b>

	<p>8. CWA to confirm cocktail tables. 38" height is required. A black table is acceptable.</p> <p>9. Book cases for office area to match office furniture. Confirm if locked file cabinets are required.</p> <p>10. Locker room benches, Eileen provided color. CWA to review. Possible benches at cardio room.</p> <p>11. Exercise Room Cubbies – Eileen provided color, CWA to review.</p> <p>Locker Room Countertops – CWA to review with Red Thread.</p>		
2.3	<p><b>AV Equipment</b> Update 6.14.21</p> <ul style="list-style-type: none"> <li>- Projector and screen to be installed w/o 7/5/21. Delay is due to material delivery.</li> <li>- Remaining loose items for example microphones and headsets to be delivered upon scheduled training date. CMI to provides dates.</li> <li>- Review structural bracket how/where attaching with CWA.</li> <li>- Retractable projector is preferred by the Town. DCC to review options with CMI/CWA.</li> </ul> <p><b>Update 6.21.21</b></p> <ul style="list-style-type: none"> <li>- Projector and screen to be installed w/o 7/5/21. Delay is due to material delivery.</li> <li>- Remaining loose items for example microphones and headsets to be delivered upon scheduled training date. CMI to provides dates.</li> <li>- Review structural bracket how/where attaching with CWA.</li> <li>- Retractable projector is preferred by the Town. DCC to review options with CMI/CWA.</li> </ul>	Open	CWA/DCC
<u>Item</u>	<p><u>Next Meeting</u> Monday 6/28/2021 at 11:00am.</p>	<u>Status</u>	<u>BIC</u>

Prepared By: *Mike Dell'Accio*  
Downes Construction  
OPM

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