

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

**MEETING DATE:** 6.30.21  
**TIME:** 8:30 am  
**LOCATION:** Go-To Meeting  
**CONDUCTED BY:** DCC & Town of East Hartford

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

**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 6.25.21  A TCO was issued on 4/15/2021. The following items to be completed prior to CO.  1. Wood Doors: Sample closer to be installed 7/1 or 7/2.	<b>Open</b>	<b>DCC</b>

	<p>2. Aluminum/Glass Doors: Conference room door closer removed for review. Door stop will need to be provided a required.</p> <p><b>Update 6.30.21</b></p> <p>A TCO was issued on 4/15/2021. The following items to be completed prior to CO.</p> <p>1. Wood Doors: Sample closer to be installed 7/1. Newfield to confirm door.</p> <p>2. Aluminum/Glass Doors: Removal of a closer at conference room door closer as a solution is not acceptable. Newfield and CWA reviewing a lightweight closer with Kawneer.</p>		
1.4	<p><b><u>Punchlist Items</u></b></p> <p>Update 6.25.21</p> <p>Mirrors: Newfield and NE Glass and Mirror replaced several mirror panels on 6/22, team to review.</p> <p>Fence: The fence was installed per plans and specification. Fence was painted incorrect color but it ultimately acceptable. COMPLETE. Newfield provide required maintenance and extra materials for painting.</p> <p>Vestibule Walk off Matt and Tile: The entrance mats are installed as designed but there is a gap in the middle of the entrance mats and the mats are mis-aligned. Newfield stated the mats were damaged and may be contributing to the mis-alignment. Newfield to schedule the installer B&amp;K flooring to be onsite to review with all parties. OPEN.</p> <p>Exterior Doors – Gap at exterior doors. Newfield to provide a possible solution to increase the size of the gasket and sweep for review. OPEN. Data and PCO early next week.</p> <p>Canary Roof – CWA has a proposed solution to mitigate dripping issue. Newfield to provide proposal and date for submission.</p> <p>Shelving and Cabinets in banquet area, Café and Demo Kitchen - CWA, Newfield and DCC to review. Team to review if credit was to be provided.</p> <p><b>Update 6.30.21</b></p> <p><b>Mirrors: Newfield and NE Glass and Mirror replaced several mirror panels on 6/22. Newfield to provide drawing locating replaced mirrors. Several mirrors still appear to have some distortion. DCC will mark/tape the mirrors in question.</b></p> <p><b>Fence: Newfield provided the maintenance and extra materials for painting.</b></p>	Open	DCC

	<p><b>Vestibule Walk off Matt and Tile:</b> The entrance mats are installed as designed but there is a gap in the middle of the entrance mats and the mats are mis-aligned. Newfield stated the mats were damaged and may be contributing to the mis-alignment. Newfield and the installer B&amp;K flooring to review onsite 6/30. OPEN.</p> <p><b>Exterior Doors – Gap at exterior doors.</b> Newfield to provide a possible solution to increase the size of the gasket and sweep for review. OPEN. Data and PCO early next week.</p> <p><b>Canary Roof – CWA has a proposed solution to mitigate dripping issue.</b> Newfield to provide proposal and date for submission.</p> <p><b>Shelving and Cabinets in banquet area, Café and Demo Kitchen - CWA,</b> Newfield and DCC to review. Team to review if credit was to be provided.</p>		
1.5	<p><b><u>Verogy Solar Installation</u></b> Update 6.25.21 Verogy is starting the solar installation on 6/28/2021 and is scheduled to be completed and tied into the utility on 8/9/2021.</p> <p><b>Update 6.30.21</b> Verogy is starting the solar installation on 6/28/2021 and is scheduled to be completed and tied into the utility on 8/9/2021.</p>	Open	DCC
<b><u>Item</u></b>	<b><u>New Business</u></b>	<b><u>Status</u></b>	<b><u>BIC</u></b>
2.1	<p><b>Additional “Day 2” Items. Review status.</b> Update 6.25.21</p> <ol style="list-style-type: none"> <li>1. Plaque Installation- Newfield provided PCO #081 and this was approved. The plaque to be installed 7/1 or 7/2.</li> <li>2. Kitchen/Server Cabinetry. Newfield to provide pricing. DCC to follow-up. Counter separate. Newfield to provide PCO, to provide next week.</li> <li>3. Gasket and Sweep at Doors – Newfield to provide proposed solution and Pricing.</li> <li>4. Diverter at Roof - Newfield to provide proposal to reverse diverter at roof to avoid.</li> </ol> <p><b>Update 6.30.21</b></p> <ol style="list-style-type: none"> <li>1. Plaque Installation- Newfield provided PCO #081 and this was approved. The plaque to be installed 7/1 or 7/2.</li> <li>2. Kitchen/Server Cabinetry. Newfield to provide pricing. DCC to follow-up. Counter separate. Newfield to provide PCO this week.</li> <li>3. Gasket and Sweep at Doors – Newfield to provide proposed solution and Pricing this week.</li> <li>4. Diverter at Roof - Newfield to provide proposal to reverse diverter at roof to avoid this week.</li> </ol>	Open	CWA/DCC

2.2	<b>Furniture</b> Update 6.25.21 <ol style="list-style-type: none"> <li>1. Demo Kitchen Chairs: CWA is providing a quote from Steelcase for a custom chair.</li> <li>2. CWA to provide quote for (2) cocktail tables. Table to be 38" or 36" in height, chair arms need to fit under the table.</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: Have been ordered.</li> <li>5. Exercise Room Cubbies – Have been ordered</li> <li>6. Locker Room Countertops – confirm delivery.</li> </ol> Update 6.30.21 <ol style="list-style-type: none"> <li>1. Demo Kitchen Chairs: CWA is providing a quote from Steelcase for a custom chair. There is an expected 2-3 month lead time.</li> <li>2. CWA to provide quote for (2) cocktail tables. Table to be 38" or 36" in height, chair arms need to fit under the table.</li> <li>3. Book cases and other office furniture have been ordered separate from this project.</li> <li>4. Locker room benches: Have been ordered.</li> <li>5. Exercise Room Cubbies – Have been ordered</li> <li>6. Locker Room Countertops – Have been delivered, Red Thread to adjust women's lockers that are not aligned.</li> </ol>	Open	CWA
2.3	<b>AV Equipment</b> Update 6.25.21 <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. We of 7/5/2021 or 7/12/2021 are acceptable for CMI. Town to confirm date.</li> <li>- In order to not have the projector stationary below the partition soffit, cloud ceiling and lighting a retractable projector is preferred by the Town. DCC to review proposed elevation of existing project and to review options for a telescoping/retractable projector with CMI/CWA.</li> </ul> Update 6.30.21 <ul style="list-style-type: none"> <li>- Projector mount 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. We of 7/5/2021 or 7/12/2021 are acceptable for CMI. Town to confirm date.</li> <li>- In order to not have the projector stationary below the partition soffit, cloud ceiling and lighting a retractable projector is preferred by the Town. The existing projector would be stationary below the soffit and ceiling. DCC to provide quote for telescoping/retractable projector with CMI/CWA.</li> </ul>	Open	CWA/DCC



<u>Item</u>	<u>Next Meeting</u> To be determined.	<u>Status</u>	<u>BIC</u>

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

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