



Meeting #19

Newfield Construction
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Hartford, Connecticut 06106
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Project: 913 - East Hartford Senior Center
15 Millbrook Drive
East Hartford, Connecticut 06118

East Hartford Senior Center - Owner's Meetings Minutes

MEETING DATE: 11/12/2020 **MEETING TIME:** 9:30am - 10:30 AM Eastern Time (US & Canada)

MEETING LOCATION: Conference Call

OVERVIEW:

Bi-Weekly Owner's Meeting with Newfield Construction, Downes Construction, Christopher Williams Architects & The Town of East Hartford.

NOTES:

ATTACHMENTS:

[EHSC, Owner's Meeting #19 Agenda, 11.12.20.pdf](#)

ATTENDEES:

Name	Company	Phone Number	Email	Attendance
Christopher Williams	Christopher Williams Architects, LLC	Tel: (203) 776-0184	cwilliams@cwarchitectsllc.com	Conference
Tom Baptist	East Hartford Department of Public Works	Tel: (860) 291-7105	tbaptist@easthartfordct.gov	Present
John Lawlor	East Hartford Department of Public Works	Tel: (860) 291-7372	jlawlor@easthartfordct.gov	Absent
Greg Grew	East Hartford Inspections & Permits	Tel: (860) 291-7345	mggrew@grewdesign.com	Conference
Mayor Marcia Leclerc	East Hartford Mayor's Office	Tel: (860) 291-7200	mleclerc@easthartfordct.gov	Absent
Dave Cormier	Newfield Construction	Tel: (860) 982-6629	davecormier@newfieldconstruction.com	Present
Alex DAgostino	Newfield Construction	Tel: (860) 983-6860	alexdagostino@newfieldconstruction.com	Present
Michael MacDonald	The Downes Construction Company	Tel: (860) 229-3755	mmacdonald@downesco.com	Present

Safety and Logistics

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status	Old/New?
1.1	1	Site Safety and Logistics				Open	Old

Official Documented Meeting Minutes:

Site Safety:

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

Please contact Newfield Construction if there are any discrepancies or questions with the content of these minutes.

-Overall site safety has been good. There have been no issues to date.

COVID-19:

-Newfield continues to stay up to date with all COVID-19 news. All rules/regulations are being closely monitored/checked
-Crew sizes are being limited, hand sanitizing stations have been added and everyone is required to wear masks
-All in person meetings have been cancelled and are being carried out via conference calls.

Logistics:

-No complaints have been received from the adjacent neighbors.

Previous Meeting Minutes:

10/28/2020:

Site Safety:

-Overall site safety has been good. There have been no issues to date.

COVID-19:

-Newfield continues to stay up to date with all COVID-19 news. All rules/regulations are being closely monitored/checked
-Crew sizes are being limited, hand sanitizing stations have been added and everyone is required to wear masks
-All in person meetings have been cancelled and are being carried out via conference calls.
-On 10/24 Newfield was notified that two individuals from L&R Plumbing & Heating had contracted Covid-19. The two individuals did not come into work the following day. Newfield has cleaned/sanitized the restroom they were working in. As of now there have been no other individuals impacted.

Logistics:

-No complaints have been received from the adjacent neighbors.

Submittals

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status	Old/New?
2.1	1	Submittals Under Review				Open	Old
Official Documented Meeting Minutes: Newfield is currently waiting on the carpet seaming submittal to be returned. All other submittals are closed.							
Previous Meeting Minutes: 10/28/2020: Newfield is currently waiting on the signage submittal to be returned (Submitted for review in March). All other submittals are closed.							

RFI's

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status	Old/New?
3.1	1	RFI's				Open	Old
Official Documented Meeting Minutes: There are currently no open RFI's.							
Previous Meeting Minutes: 10/28/2020: There are currently no open RFI's.							

Budget

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status	Old/New?
4.1	1	Change Management				Open	Old
Description: ***Reference the Attached Change Management Log***							

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

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	Official Documented Meeting Minutes: An updated change management log was distributed and reviewed with all in attendance. Newfield is currently waiting on formal approval of the following PCO's: <ul style="list-style-type: none"> • PCO #053, Custom Patio Gates • PCO #055, Revise Dining & Media Room Light Fixture Lenses • PCO #056, Revised Power to Skyfold Door • PCO #057, Added Shelving in Games Room Closet • PCO #058, Added Circuit for Parking Lot Light Poles • PCO #059, Tile Wall Behind Water Fountain in Passage 130 • PCO #060, Grind Slab High Points & Infill Large Cracks in 112 & 119 						
	Previous Meeting Minutes: 10/28/2020: An updated change management log was distributed and reviewed with all in attendance. Newfield is currently waiting on formal approval of the following PCO's: <ul style="list-style-type: none"> #47, Re-Paint the Ductwork in the Media/Dining Room #48, Cost Increase for the Larger Patio Umbrellas #49, Add Flue Extension to RTU-1 #50, Increased Patio Fence Height #51, Credit Portion of CM Contingency #52, Revised AED Cabinets. 						
4.3	1	Payment Requisitions				Open	Old
	Official Documented Meeting Minutes: Payment requisitions #01-10 have been submitted and approved. The requisition for November 2020 will be submitted during the first week of December 2020.						
	Previous Meeting Minutes: 10/28/2020: Payment requisitions #01-09 have been submitted and approved. The requisition for October 2020 will be submitted next week.						

Schedule							
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status	Old/New?
5.1	1	Two-Week Look Ahead Schedule				Open	Old
	Description: ***Reference the attached Two-Week Look Ahead Schedule***						
	Official Documented Meeting Minutes: Ad updated two week look ahead schedule was distributed and reviewed with all in attendance. Newfield noted that they will need a few additional weeks to wrap the building up due to some unforeseen delays with material delivery and late material selections. Completion is currently projected by 12/4.						
	Previous Meeting Minutes: 10/28/2020: An updated two week look ahead schedule was reviewed with all in attendance.						

Testing & Inspections							
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status	Old/New?
6.1	1	Special Testing				Closed	Old
	Official Documented Meeting Minutes: All Special Testing has been completed.						
	Previous Meeting Minutes: 10/28/2020: All Special Testing has been completed.						

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6.3	1	Town Inspections				Open	Old
	Official Documented Meeting Minutes: Newfield to request the final statement of special inspections and touch base with the town in regards to the final certificate of occupancy inspection. CWA to issue a letter of substantial completion for the Building Departments record/use.						
	Previous Meeting Minutes: 10/28/2020: Town inspections are being scheduled as needed. No new items to report.						

Utilities

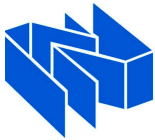
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status	Old/New?
7.2	2	MDC				Open	Old
	Description: On February 14th, 2020 Newfield was notified by Hubert E. Butler Construction that they tried to apply for their new connection permit with MDC and were denied submission as the "Availability & Capacity Analysis" had not been submitted by the town/design team.						
	Official Documented Meeting Minutes: No new items to report at this time.						
	Previous Meeting Minutes: 10/28/2020: No new items to report at this time.						
7.3	4	Fiber Install				Closed	Old
	Official Documented Meeting Minutes: CLOSED.						
	Previous Meeting Minutes: 10/28/2020: No new items to report at this time.						
7.4	4	Audio-Visual				Open	Old
	Official Documented Meeting Minutes: A formal P.O. has been issued to CMI. CMI has subcontracted J.E. Shea Electric for a portion of the AV work.						
	Previous Meeting Minutes: 10/28/2020: Newfield has issued a P.O. to CMI for the AV work.						

New Items

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status	Old/New?
8.1	1	New Items				Open	Old
	Official Documented Meeting Minutes: Basement Stair Roof: Multiple designs have been provided by CWA in which Newfield has priced. At this time there has been no design that has fallen within the town's set budget. Concern was raised by the town in regards to the heights of the installed toilets. Newfield has confirmed that all toilets have been installed per the documents. Newfield has provided options for 2 different toilet seats to raise the height of the fixture and a rough order of magnitude for the costs associated with raising the 7 fixtures in question. It was noted that none of the kitchen smallware or small appliances have been ordered yet.						

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	Previous Meeting Minutes: 10/28/2020: No additional new items were discussed during this meeting.						
8.2	1	Next Meeting				Open	Old
	Description: The Meeting Minutes and attachments prepared by Newfield Construction should be reviewed by all parties. Please notify Newfield Construction's Project Manager within five (5) days of the issue date of any inaccuracies, discrepancies and/or deficiencies within. Otherwise, these minutes will stand as documented.						
	Official Documented Meeting Minutes: The next meeting will be held on 12/2/20.						
	Previous Meeting Minutes: 10/28/2020: The next meeting will be held on 11/12/20						

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