

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

**MEETING DATE:** 6.14.21  
**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
Diana Colcord		Downes Construction Company, LLC	DC
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>
1.2	<b><u>Center Lobby Re-Staining</u></b> Update 3.31.21  CWA is working with John Canning to select a stain. DCC to follow up on the field mockup of the stain with CWA. Stain is supposed to match reception area wood.	<b>Closed</b>	<b>DCC</b>

	<p>Update 6.7.21</p> <p>Reception Area wood is darker then surrounding wood to match. Stain cannot be applied to lighten wood.</p>		
1.3	<p><b><u>Certificate of Occupancy</u></b></p> <p>Update 6.7.21</p> <p>A TCO was issued on 4/15/2021. The following items to be completed prior to CO.</p> <ol style="list-style-type: none"> <li>1. HVAC transfer grilles in the ceiling of the conference room on each side of the sky fold partition. Grilles have been ordered, DCC to follow up on installation date. COMPLETE.</li> <li>2. Push/pull level on exit doors to be less than 5 psi. Newfield to review with AHJ. Conference room doors and gym doors.</li> </ol>	Open	DCC
1.4	<p><b><u>Punchlist Items</u></b></p> <p>Update 6.7.21</p> <p><b>Scratched counter tops:</b> Newfield to repair and/or replace. Newfield to provide date by the end of the week. The Wellness and Art Room have the scratched counter tops. COMPLETE.</p> <p><b>Mirrors:</b> Newfield and NE Glass and Mirror have agreed to replace several mirrors in question. DCC to follow up with Newfield on delivery date. This may be a long lead item. OPEN. Explanation for fix, schedule for replacement. Assume rooms are being used. Temporary remove mirror and temporarily paint wall for the open.</p> <p><b>Fence:</b> The fence was installed per plans and specification. Fence was painted incorrect color but it ultimately acceptable. COMPLETE. Provide required maintenance for painting.</p> <p><b>Refrigerator dented door:</b> the new door is ordered and scheduled to be replaced week of 4/5. COMPLETE.</p> <p><b>Dripping on the Canopy:</b> During weather/snow. CWA to review. Roof was installed as designed. COMPLETE. Keep an eye on maintenance, sand etc..</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. OPEN.</p> <p><b>Exterior Doors</b> – Gap at exterior doors. Greg Grew to contact CWA for additional weatherstripping, astragal and/or coordinator need to be provided. OPEN.</p> <p><b>Locker room countertops</b> – Change order provided, DCC to review status with Newfield. OPEN.</p>	Open	DCC

1.5	<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. <b>Update 6.7.21</b> <b>Permitting is complete, construction scheduled to start 6/21/21. Verogy had an issue with cost proposal to upgrade and move transformer.</b> <b>DCC to confirm schedule and area of work exterior and interior as well as detailed plan including occupant impacts for example, power shutdown.</b>	Open	DCC
1.6	<b><u>Awning Over Back Stairway</u></b> Update 6.7.21 DCC has obtained (3) proposals ranging from \$6,811.00 to \$9,000.00. DCC has forwarded to DPW.	Closed	
1.7	<b><u>Financials</u></b> Update 6.7.21 Review opens PCOs and budget.	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	<b>Additional “Day 2” Items. Review status.</b> <b>Update 6.7.21</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. Painting of Cardio Rooms. COMPLETE.</li> <li>3. Landscaping buffer at Fence and/or Dumpster. EH handling separate</li> <li>4. Additional Fencing at rear of property. EH handling separate</li> <li>5. Exterior numbering and signage. CWA to provide direction to Newfield for pricing.</li> <li>6. Kitchen/Server Cabinetry. Newfield to provide pricing. DCC to follow-up</li> </ol>	Open	CWA/DCC
2.2	<b>Furniture</b> <b>Update 6.7.21</b> <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.</li> <li>3. Patio Chairs. COMPLETE</li> <li>4. Chains for Patio Furniture. Review if required.</li> <li>5. Book cases for office area to match office furniture. Confirm if locked file cabinets are required.</li> <li>6. Locker room benches, confirm with CWA.</li> </ol>	Open	CWA
2.3	<b>AV Equipment</b> <b>Update 6.7.21</b> Review Status with Newfield and AV contractor directly.	Open	CWA/DCC

<u>Item</u>	<u>Next Meeting</u> Monday 6/14/2021 at 11:00am.	<u>Status</u>	<u>BIC</u>

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

Copy To: All Attendees  
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