



Meeting #20

Newfield Construction
 225 Newfield Avenue
 Hartford, Connecticut 06106
 Phone: (860) 953-1477
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Project: 913 - East Hartford Senior Center
 15 Millbrook Drive
 East Hartford, Connecticut 06118

East Hartford Senior Center - Owner's Meetings Agenda

MEETING DATE: 12/02/2020 **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.

ATTACHMENTS:

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

ATTENDEES:

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

Safety and Logistics

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

Previous Meeting Minutes:

11/12/2020:

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/followed
 -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.

Submittals

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status	Old/New?
2.1	1	Submittals Under Review				Open	Old
<p>Previous Meeting Minutes: 11/12/2020: Newfield is currently waiting on the carpet seaming submittal to be returned. All other submittals are closed.</p>							

RFI's

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status	Old/New?
3.1	1	RFI's				Open	Old
<p>Previous Meeting Minutes: 11/12/2020: There are currently no open RFI's.</p>							

Budget

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status	Old/New?
4.1	1	Change Management				Open	Old
<p>Description: ***Reference the Attached Change Management Log***</p>							
<p>Previous Meeting Minutes: 11/12/2020: 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:</p> <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 							
4.3	1	Payment Requisitions				Open	Old
<p>Previous Meeting Minutes: 11/12/2020: Payment requisitions #01-10 have been submitted and approved. The requisition for November 2020 will be submitted during the first week of December 2020.</p>							

Schedule

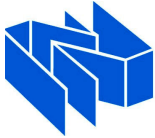
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status	Old/New?
5.1	1	Two-Week Look Ahead Schedule				Open	Old

	Description: ***Reference the attached Two-Week Look Ahead Schedule***
	Previous Meeting Minutes: 11/12/2020: 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.

Testing & Inspections							
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status	Old/New?
6.3	1	Town Inspections				Open	Old
	Previous Meeting Minutes: 11/12/2020: 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.						

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.						
	Previous Meeting Minutes: 11/12/2020: No new items to report at this time.						
7.4	4	Audio-Visual				Open	Old
	Previous Meeting Minutes: 11/12/2020: A formal P.O. has been issued to CMI.CMI has subcontracted J.E. Shea Electric for a portion of the AV work.						

New Items							
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status	Old/New?
8.1	1	New Items				Open	Old
	Previous Meeting Minutes: 11/12/2020: 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.						
8.2	1	Next Meeting				Open	Old
	Description:						



	<p>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.</p>
	<p>Previous Meeting Minutes: 11/12/2020: The next meeting will be held on 12/2/20.</p>



East Hartford Senior Center
Change Management Log

12/2/2020

Line Item:	PCO No.	PCCO No.	Firm	Ref.	Description	Status	Projected Costs	Pending	Approved	CM Contingency	Rejected/Void
053	#53		A. Secondino		Custom Patio Gates	Approved		\$4,814.49			
055	#55		J.E. Shea Electric		Revise Dining & Media Room Light Fixture Lenses	Approved		\$1,954.83			
056	#56		J.E. Shea Electric	10.16.20 Email	Revised Power to Skyfold Door	T&M		\$2,417.86			
057	#57		A. Secondino		Added Shelving in the Games Room Closet	Approved		\$1,896.35			
058	#58		J.E. Shea Electric		Added Circuit for Parking Lot Light Poles	T&M		\$1,685.38			
060	#60		Barall & Konover		Grind Slab High Points and Infill Large Cracks in 112 and 119 (Existing Conditions)	T&M		\$2,555.92			
061	#62		J.E. Shea Electric		Add Dedicated Circuits for Treadmills	Approved		\$5,662.29			
#63	#63		J.E. Shea Electric		Speaker Installation on Behalf of CMI	Owner Rev.		\$9,365.27			
			Professional Painting & IBC		Drywall Repairs & Painting Due to Additional Electrical Rough-Ins for CMI	T&M					
			B&K, L&R		Raise (7) Toilets to ADA Height	T&M					
			A. Secondino		Add Locksets to Cafe Folding Doors	DUE					
							\$0.00	\$30,352.39	\$346,113.95	(\$29,944.86)	\$77,992.37

- DUE Pricing Due from Trade Contractor
- NCI Rev. Pricing Received - Under Review
- CWA Rev. Pending formal Direction from CWA
- RRS Trade Req. to Revise & Resubmit or Additionl Info. Needed
- Owner Rev. PCO Has Been Submitted for Review to Owner
- APP Approved - PCO Has Been Approved By All Parties
- FC Forthcoming - Pending Additional Information

NOTES: