

SALAMONE & ASSOCIATES, P.C.
Consulting Engineers

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CONSTRUCTION MEETING MINUTES #4

TO: Attendees

FROM: Frank Berardi
Salamone & Associates, P.C.

RE: City of Waterbury
Silas Bronson Library Elevator Replacement
267 Grand Street
Waterbury, CT

SA #: 779 3729.01

MEETING DATE: October 10, 2023 @ 11:00 AM

PRESENT:

Tim DeCarlo (TD)	Board President Email: tdecarlo@waterburyct.org
Raechel Guest (RG)	Library Director Email: rguest@waterburyct.org
Tom Favazzo (TF)	Waterbury Development Corp. Email: Favazzo@wdconline.com
Frank Berardi (FB)	Salamone & Associates, P.C. Email: fberardi@salamoneassoc.com

OLD BUSINESS:

PC 1.01-1.04 **Closed.**

PC 1.05 CL handed out preliminary construction schedule to all parties. Tentative date to take the elevator out of service is June 28, 2023 with estimated elevator inspection taking place October 12, 2023. (3/13/23)

- CL to forward updated construction schedule. (7/17/23)
- Ongoing. CL to forward.
- ZK requested CL forward 2 week look aheads in addition to updated schedule going forward. (9/11/23)
- **Ongoing**

PC 1.06-1.08 **Closed.**

PC 1.09 AD to provide designation of responsibly personnel list in accompaniment with a contact list.(3/13/23)

- CL advised would check with office and forward accordingly. (7/17/23)
- CL advised was forwarded. FB to double check. (8/7/23)
- FB to forward to all parties. (9/11/23)
- **FB forwarded to all parties. Item closed.**

PC 1.10-1.12 **Closed.**

PC 1.13 ZK advised that the roof is a Garland product. As such roof renovation plans will need to be submitted to the City's Garland warranty representative well in advance of any roof work taking place for their

review and comment. JR stated that New England Masonry and Roofing is a Garland factory authorized representative so there should not be any issues. (3/13/23)

- ZK advised CL that once all roof work is completed, it is to be inspected and signed off on by Garland factory representative. (7/17/23)
- Ongoing. Due to weather roof work has been delayed. CL advised should be completed this week. (8/7/2023)
- CL advised roofing is complete with exception of one piece of flashing which still needs to be installed. Piece has been delivered and will be installed this week. Intent is to have Garland on site next week to certify the roof. (9/11/23)
- **FB contacted CL via phone. CL advised flashing was installed and believes Garland was on site to certify roof but will double check with roofing contractor.**

PC 1.14 **Closed.**

PC 1.16 JA Rosa to provide standard project close-out documentation at the conclusion of the project per contract requirements. (3/13/23)

- **Open for record.**

PC 1.17-1.18 **Closed.**

C 1.01-1.06 **Closed.**

C 1.07 CL advised that demolition work is complete and hoistway expansion should be completed by end of next week (7/28/23) weather permitting. (7/17/23)

- CL advised that hoistway expansion has been completed with exception of roof work which should be completed this week. (8/7/2023)
- Roof complete with exception of piece of flashing and certification by Garland. (9/11/23)
- **FB contacted CL via phone. Per CL roof work 100% complete pending confirmation of certification by Garland.**

C 1.08 **Closed.**

C 1.09 FB question anticipated date to commence elevator installation. CL advised 1st week of September. (7/17/23)

- CL advised would have to confer with KONE due to acceptance of PCO's. KONE may elect to delay start of construction to avoid potential of demobilizing and remobilizing due to waiting for materials associated with PCO's. (8/7/2023)
- KONE on site commencing construction. CL advised that KONE may leave site if materials for approved change order are not on site when that point of construction has arrived. At the moment the material in question will not impede current construction. (9/11/23)
- **KONE not on site as stainless steel materials have not arrived. Per latest 2 week look ahead, it is anticipated that materials will arrive and KONE will be back on site on Monday 10/16/23 to continue elevator installation.**

C 1.10 **Closed.**

C 2.01 **Closed.**

C 2.02 CL advised that anticipates waterproofing the elevator pit this week and installing the new machine room door next week. (8/7/2023)

- CL advised that pit waterproofing has been completed and machine room door has been installed with exception of hardware. (9/11/23)
- **FB contacted CL via phone. Per CL hardware for machine room door has been installed. Item closed.**

C 2.03 **Closed.**

C 2.04 FB questioned status fire alarm equipment. CL believes still on schedule but will confirm. (8/7/2023)

- CL stated all fire alarm equipment has been ordered and there should be no delays in delivery with exception of remote annunciator. Will have to check with electrical sub-contractor on status of this item. (9/11/23)
- **All fire alarm equipment including remote annunciator are ordered and should be delivered on time. Item closed.**

C 2.05 **Closed.**

C 2.06 ZK requested that CL incorporate the work associated in the PCO's into the updated construction schedule. (8/7/2023)

- CL to revise construction schedule to incorporate change order #2 work. (9/11/23)
- **Change order #2 work incorporated into look ahead schedule. Item closed.**

C 2.07 **Closed.**

C 3.01 CL advised of small area of machine room ceiling in far corner which is higher than the rest. KONE advised inspector may have issue with and require additional smoke detector installed. Area was reviewed subsequent to meeting by CL, ZK, TF and FB. CL advised as such a small area will patch area to meet existing ceiling height to avoid any potential issue with inspector at no additional cost to Owner. (9/11/23)

- **FB contacted CL via phone. CL advised that area has been patched. Second coat and painting remain to be done.**

C 3.02 CL advised of two conduits that are exposed in corner of machine room that would need to be boxed in. FB stated that believes was these conduits where noted in performance specification to be boxed in. CL to box in conduits accordingly. (9/11/23)

- **FB contacted CL via phone. CL advised that conduits have been boxed in. Second coat and painting remain to be done.**

C 3.03 **Closed.**

NEW BUSINESS:

C 4.01 CL advised electrical contractor would be on site this Thursday and Friday (10/12 and 10/13) to commence electrical work within the elevator pit and hoistway.

C 4.02 TD advised would not be able to attend next meeting due to upcoming election preparation.

C 4.03 Next Construction Meeting is currently scheduled for Monday, November 6, 2023 at 11:00 am on site in conference room.

The above represents our understanding of what transpired. All parties are requested to notify this office of any discrepancies within 72 hours of receipt of these minutes.

Thank you,



Frank Berardi

Senior Electrical Engineer

C23413.Doc: F

Cc (via email): All attendees

Joseph Salamone, Salamone & Associates. P.C.