

# SALAMONE & ASSOCIATES, P.C.

## Consulting Engineers

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### CONSTRUCTION MEETING MINUTES #1

**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:** July 17, 2023 @ 11:00 AM

#### **PRESENT:**

Tim DeCarlo (TD)	Board President Email: <a href="mailto:tdecarlo@waterburyct.org">tdecarlo@waterburyct.org</a>
Raechel Guest (RG)	Library Director Email: <a href="mailto:rguest@waterburyct.org">rguest@waterburyct.org</a>
Zach Keith (ZK)	Waterbury Development Corp. Email: <a href="mailto:Keith@wdconline.com">Keith@wdconline.com</a>
Tom Favazzo (TF)	Waterbury Development Corp. Email: <a href="mailto:Favazzo@wdconline.com">Favazzo@wdconline.com</a>
Kenneth Russo (KR)	Waterbury Development Corp. Email: <a href="mailto:Russo@wdconline.com">Russo@wdconline.com</a>
Chris Lavorgna (CL)	J.A. Rosa Construction Email: <a href="mailto:chris@jarosa.com">chris@jarosa.com</a>
Frank Berardi (FB)	Salamone & Associates, P.C. (SA) Email: <a href="mailto:fberardi@salamoneassoc.com">fberardi@salamoneassoc.com</a>

#### **OLD BUSINESS:**

PC 1.01-1.03 **Closed.**

PC 1.04 Upon JR review of the NTP, the language is stipulating that JA Rosa has only sixty (60) days to complete the project once materials are delivered to the site. However the contract project completion date is March 11, 2024. JR questioned if this was the language in the Bid Documents. ZK stated it was. Although JA Rosa's proposed schedule indicates they will be close in meeting the sixty (60) day requirement, JR took exception as contradicts with the construction time stated in the Bid to complete the project. (3/13/23)

- **TF & KR advised that issue was address and resolved with John Rosa. TF to forward fully executed NTP to FB. Item 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.**

- PC 1.06 Once submitted shop drawings are approved, JA Rosa and associated sub-contractors can apply for permits. JA Rosa anticipates having drawings submitted for approval beginning of April if not sooner. (3/13/23)  
- **CL confirmed all permits are in place. Item closed.**
- PC 1.07 **Closed.**
- PC 1.08 Lee stated that he is in the building by 6:00 am. DP stated they work four (4) 10 hour days. As library is open to the public at 9:00 am, CL advised would try to complete all disruptive work between 6:00 and 9:00 am and minimize during other times. KONE work days are usually Monday through Thursday. (3/13/23)  
- **CL advised that JA Rosa and subs with exception of KONE are currently working 6:00 am to 2:30 pm Monday through Friday. Anticipates KONE will work four (4) 10 hour days.**
- 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.**
- PC 1.10 Change order procedures were discussed as this project does not contain a contingency in the base bid. JA Rosa and WDC to have a separate change order meeting. As it stands, change orders will need to be reviewed by Salamone & Associates and WDC, then by the City's finance dept. and then developed into an amendment to be presented to the Board of Aldermen. JR questioned if construction change directives could be utilized so as to not disrupt the construction schedule while awaiting approval for a change order per above. ZK advised that was not possible. As such, it is possible that a change order can adversely affect the construction schedule. (3/13/23)  
- **Open for record.**
- PC 1.11-1.12 **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.**
- PC 1.14 DP advised would not need a storage container provided there is a location where they can store a week's worth of materials on site along with a couple of gang boxes. Lee advised could clear out area across from basement lobby. DP advised could provide temp. barrier to cordon off the area. (3/13/23)  
- **CL believes this is still KONE's intent but would have to confirm.**
- PC 1.15 CL advised a small dumpster will be required for the roof work. Current intent is to locate at the loading dock which will reduce the available parking spaces done to two (2). (3/13/23)  
- **CL advised that he is trying to avoid using a dumpster. Hopes to utilize rack body truck and remove demolished material from site on daily basis.**
- 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 Elevator lobbies were reviewed to determine approximate locations of partitions at each landing. There appears to be sufficient space to keep a minimum clear path of 36 inches at all locations. (3/13/23)  
- **Partitions are in place with required clearances maintained. RG advised that she had to post additional signage notifying the public that elevator is out of service as people were trying to enter the partition area to access the elevator. Item closed.**
- PC 1.18 **Closed**

## NEW BUSINESS:

- C 1.01 RG advised that based upon the abuse she has witnessed regarding library carts hitting the elevator hoistway entry doors and frames that she believes stainless steel should have been specified in lieu of painting. RG also stated that painting would be an additional maintenance issue for the library. In addition, RG stated that the elevator is disinfected daily and that stainless steel would be easier to clean. FB made everyone aware that there would be no way to cover up scratches in the stainless steel doors or frame wrapping. The materials utilized at the recently completed elevator projects for the City at Jefferson Square and the Police Department was also discussed. FB and CL advised that where existing frames were reused, they were repainted. Only elevator hoistway entrances that required widening of the openings received new frames. It was also noted that the cab interiors specified were also the same as well with just the color of the laminate chosen being different.
- C 1.02 CL advised that cost from KONE to provide stainless steel hoistway doors would be \$10,650. Please note that this amount is for KONE only and does not include associated JA Rosa costs. Lead time would be 8 to 10 weeks. ZK requested CL provide official change order proposal with estimated deliver dates / effect on project schedule to provide stainless steel hoistway doors.
- C 1.03 CL advised that cost from KONE to wrap existing hoistway entry framing with stainless steel would be \$5,125. Please note that this amount is for KONE only and does not include associated JA Rosa costs. Lead time would be 2 weeks. ZK requested CL provide official change order proposal with estimated deliver dates / effect on project schedule to provide stainless steel wrapping.
- C 1.04 Installation of corner guards was discussed. Based upon abuse described by RG, KR suggested stainless steel corner guards may be a better alternative to plastic. ZK requested CL provide official change order proposal with estimated deliver dates / effect on project schedule to provide stainless steel corner guards. Initial height requested was five (5) feet. However, based upon review of the library carts subsequent to meeting it was determined that four (4) feet high corner guards would suffice.
- C 1.05 RG advised that she believes the proposed laminate walls for the cab interior would not hold up to the library carts and wheel chairs hitting them and that stainless steel should have been called for. CL advised that the elevator is coming with protective pads that could be put up if needed. ZK requested CL provide official change order proposal to provide stainless steel cab panel walls in lieu of the laminate with estimated deliver dates / effect on project schedule to provide.
- C 1.06 ZK also requested CL provide official change order proposal to provide stainless steel bumper near the bottom of the cab floor on all sides with estimated deliver dates / effect on project schedule to provide.
- 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.
- C 1.08 ZK questioned CL on how well the temporary roof membrane over the hoistway was holding up. CL stated it was holding up well with no issues of water penetration into the hoistway.
- C 1.09 FB question anticipated date to commence elevator installation. CL advised 1<sup>st</sup> week of September.
- C 1.10 Next Construction Meeting is currently scheduled for Monday, August 7, 2023 at 11:00 am on site in conference room. Agenda to be forwarded to RG for posting prior to meeting date. A zoom meeting will be set up prior to next meeting on site to discuss change order proposals once submitted by JA Rosa after all parties have had a chance to review.

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

C23406.Doc: F

Cc (via email): All attendees

Joseph Salamone, Salamone & Associates. P.C.