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MEMORANDUM OF CONSTRUCTION MEETING  
Wellfleet Senior Center  
Old King's Highway, Wellfleet, MA

Date: October 24, 2002

Present: Jacqui Wildes, Director, Wellfleet Council on Aging  
Joe Destefano, McShane Construction  
Colin Dutton, W. W. Reich  
Antonia A. Kenny, Keenan + Kenny Architects, Ltd.

Discussion:

1. Interior slab structural fill has been installed, compaction was tested in lifts by Tibbetts Engineering. AB Canco is on site (2 plumbers) installing underslab pipe. One McShane laborer also on-site. Underslab mechanical ductwork and electrical has been installed.
2. NSTAR has all applications, check and public hearing is completed. Pole installation to begin soon. Colin Dutton will contact Charlie Tavares at NSTAR to obtain schedule. Colin notes that if the propane tank is more than 10' from the transformer no "blast" wall is necessary. He will also ask C. Tavares re: number and size of bollards required at transformer and necessity of pull box at pole location.
3. Keenan + Kenny to locate interior doors on plan.
4. Keenan + Kenny to request cost to install sprinkler pipe at this time for future hookup. McShane is obtaining costs to rate exit corridors one hour.
5. J. Wildes notes that a 60-key cabinet will be sufficient.
6. R. Fitzgerald of Coastal Engineering is requested to respond to previous RFI regarding grading at parking lot and verification of catch basin and manhole covers. J. Destefano notes that CC Construction needs additional information prior to final grading and prior to installation of pavement base course.
7. As per agreement with McShane, the Town of Wellfleet will take over payment for the generator rental as of October 31 and oil delivery for next scheduled delivery.

Submitted by:

Antonia A. Keeny, A.I.A.  
KEENAN + KENNY ARCHITECTS, LTD.

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