

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

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TOWN CLERK

Date: October 31, 2002

Present: Joe Destefano, McShane Construction
Colin Dutton, W. W. Reich
Antonia A. Kenny, Keenan + Kenny Architects, Ltd.

Discussion:

1. Coastal Engineering's R. Fitzgerald to contact J. Destefano regarding revised parking area and driveway elevations faxed 10/30/02. Gravel base has been installed according to original elevations noted on Site Plan, substantial deviations will require reinstallation of base. (Note: as per fax from R. Fitzgerald 10/31/02 - following on-site meeting with J. Destefano, as-built rough grades will work without need to make modifications. R. Fitzgerald will fax septic system rim elevations to J. Destefano next week.)
2. CC Construction is back on-site Wednesday, November 6. Final grading for drives is scheduled for November 18.
3. C. Dutton will contact Charlie Tavares at NSTAR. Can poles be installed at a different location if requested by Town? C. Dutton notes if there is a closer run, one pole may be deleted, however he will speak with Tim Smith on pros and cons of present pole location (for future extension of service). NSTAR notes that any run from pole to transformer must be straight with minimal bending due to inflexibility of three-phase wire.
4. McShane is planning to pour concrete building slab on November 8, also exterior HVAC pads and dumpster pad. Tibbetts will be requested to test concrete and inspect steel. Sonotubes, which will be poured later, do not require testing (as per J. Levesque 10/31/02). McShane will install rebar (#4 or #5) min. 2' each way @ 12" o.c. @ doorways to dowel sidewalks at thresholds to building slab.
5. McShane will use T&G plywood on roof (versus H-clips).
6. Slab will be poured in one day. All control joints will be cut in.
7. Keenan + Kenny to contact Town for approval to process two Change Order proposals.
8. Pencil Requisition Application for Payment No. 3 reviewed and approved to be written for 21% completion.

Submitted by:

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

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cc: T. Smith, Wellfleet Town Administrator tcsmith@masscothosting.com
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