

Meeting Minutes

Barkhamsted Highway Garage
 Construction Meeting August 9, 2011

NAME	COMPANY	PRESENT
David Nelson	Borghesi Building & Eng.	X
Al Neumann	Building Committee Member	X
Rich Novak	Building Committee Member	X
Paul Duran	Building Committee Member	X

Agenda: Review salt shed drawings, slab grading, jib crane location, project schedule and milestone dates.

DATE	ITEM	ACTION
8/9/11-	1.) Review building officials/fire marshals comments: <ul style="list-style-type: none"> • Request for additional egress and emergency lights will be addressed during the final inspection process. RECORD • A floor drain will be required in the furnace room. Per the building official, the required drain cannot be tied into the septic system or the oil water tank system. Further discussion with the building official is needed. ON-GOING • Oil tank protection requirements and 110% containment of these tanks will require additional review. ON-GOING 	
8/9/11-	2.) Review of the Salt Shed foundation and building drawings: <ul style="list-style-type: none"> • Borghesi will provide additional information regarding the base condition to be provided by Shelterlogic . ON-GOING • Foundation and building drawings have been approved and released for fabrication. RECORD 	
8/2/11-	2.) Review of the jib crane location and foundation details: <ul style="list-style-type: none"> • 8/4/11- Borghesi will proceed with the footing installation. The building committee has approved the additional estimated cost, with the agreement from Borghesi that the actual cost will not exceed \$5,193.00 this estimate includes the current allowance and mark up. RECORD • 8/9/11- Location of the jib crane has been confirmed RECORD 	

DATE	ITEM	ACTION
7/26/11-	<p>2.) Additional review of the Clean Burn furnace room layout and alternatives will be reviewed and discussed at the next building committee meeting on 8/4/11</p> <ul style="list-style-type: none"> • 8/9/11- Borghesi will proceed with the current contract scope, no changes to the floor plan or heating components. 	RECORD
7/26/11-	3.) D.O.T. comments regarding the parking in the state right of way are still under review	ON-GOING
7/26/11-	<p>4.) Electrical plan review</p> <ul style="list-style-type: none"> • Submit an updated layout drawing based on the marked up drawing supplied by the town. <ul style="list-style-type: none"> ○ 8/9/11- A revised layout plan has been approved, additional pricing (credits and extras) will be evaluated after the rough layout is complete and the committee members review the installation in the field prior to rough wiring. RECORD • Turri Electric will provide a quote for an alternative generator using propane as the fuel source. Location of the existing or proposed generator needs to be reviewed prior to installation. <ul style="list-style-type: none"> ○ 8/9/11- Turri Electric will test the existing generator, no changes are accepted at this time. RECORD ○ 8/9/11- The future location of the existing generator requires additional review. ON-GOING • Turri Electric will provide a quote for hand dryers as an alternative to the paper towel dispensers in the lavs. <ul style="list-style-type: none"> ○ 8/9/11- No action will be taken. RECORD • Pump alarm for the oil water separator holding tank should be considered <ul style="list-style-type: none"> ○ 8/9/11- Borghesi will provide a change order to install a high level alarm for the holding tank.. ON-GOING • Additional lighting to replace the light pole removed from the dump access driveway should be reviewed. <ul style="list-style-type: none"> ○ 8/9/11- No action will be taken RECORD • Additional review of the site lighting locations will be required prior to installation. ON-GOING 	

DATE	ITEM	ACTION
7/26/11-	5.) Plumbing, HVAC plan review <ul style="list-style-type: none"> • Thermostat security and placement should be reviewed further. • Borghesi will produce a drawing for the floor slab slopes to the trench drains of the garage for review at the 8/2/11 construction meeting <ul style="list-style-type: none"> ○ 8/9/11- The slab drainage has been accepted. • (2) Additional frost free hose bibs will be installed on the exterior of the office near the side door exits. Additionally a frost free hose bib should be installed in the salt shed building and at the fuel depot. <ul style="list-style-type: none"> ○ 8/9/11- Borghesi will provide a change order for these items. • Barry Cone will review the cooling tonnage design for the meeting room. • Barry Cone shall supply data on the split system for sound as they are located near an office. 	ON-GOING RECORD ON-GOING ON-GOING ON-GOING
7/12/11-	3.) Borghesi Bldg. & Engr. submitted exterior siding and asphalt shingle samples. <ul style="list-style-type: none"> • Lap and shingle siding will be reviewed for color lap exposures, and texture for shingle siding • Asphalt shingles will be reviewed for color 	ON-GOING ON-GOING
6/28/11	8.) Fire alarm system will be reviewed by Ray Turri for cost savings as well as security options for a combined system. Ray will consult with Berkshire alarm for the additional system requirements <ul style="list-style-type: none"> • 7/26/11- Borghesi will invite Berkshire Alarm to a future meeting to discuss options for the security and fire alarm systems based on the preliminary quote received. 	ON-GOING
	Misc. topics for further discussion:	ON-GOING
	<ul style="list-style-type: none"> • Generator location • Floor treatment in the garage area • Salt shed summer ventilation • Exterior building finishes • Plumbing submittals 	

* This and future meetings will be held at the town hall* The next meeting is scheduled for August 16th at 3:00pm, Barry Cone will be asked to attend this meeting to complete the plumbing & HVAC review.

Note: These minutes were prepared by Borghesi Building and Engineering Company, Inc. for the purpose of recording information discussed at this meeting. Should anyone wish to correct any statement contained herein, please provide amendments for discussion at the next scheduled meeting.

Respectfully submitted,

BORGHESI BUILDING & ENGINEERING COMPANY, INC.

David Nelson
Project Manager

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