

Meeting Minutes

Barkhamsted Highway Garage
Construction Meeting December 20, 2011

NAME	COMPANY	PRESENT
David Nelson	Borghesi Building & Eng.	X
Don Stein	Building Committee Member	X
Al Neumann	Building Committee Member	X
Rich Novak	Building Committee Member	X
Peter Bakker	Building Committee Member	X

Agenda: Review misc. change orders, project schedule and milestone dates.

DATE	ITEM	ACTION
12/20/11-	1.) The town will pursue the installation of the new well on the adjacent property for the final certificate of occupancy as requested by the FVHD.. The inspections scheduled for Dec. 21 st will pursue a "Partial" certificate of occupancy for the employees of the DPW only (no temporary C of O will be issued).	RECORD
12/20/11-	2.) Borghesi will re-look at the roof insulation facing and repair any tears or holes found. The facing laps will taped if they appear to have a gap.	RECORD
12/20/11-	3.) Borghesi will supply close out documents and as-built drawings for all Plumbing, HVAC and Electrical equipment. A meeting will be arranged with the town employees for the contractors to explain the operation and maintenance of all new equipment.	RECORD
12/20/11-	4.) The building committee and Borghesi will walk thru the garage area and available office area on 12/27/11 at 8am to create a punch list of remaining items or deficiencies prior to moving the towns equipment into the building.	RECORD
12/6/11-	1.) Borghesi will provide a change order for the paving winterization, additional curbing and the change from the 6" bituminous curbing to Cape Cod style curbing.	ON-GOING
	• 12/20/11- Change order for the asphalt winterization has been accepted.	RECORD

* This and future meetings will be held at the town hall unless noted otherwise* The next weekly meeting is scheduled for December 27th at 8:00am at the Project Site.

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