

Meeting Minutes

Barkhamsted Highway Garage
Construction Meeting November 22, 2011

NAME	COMPANY	PRESENT
David Nelson	Borghesi Building & Eng.	X
Don Stein	Building Committee Member	X
Rich Novak	Building Committee Member	X
Peter Bakker	Building Committee Member	X
Paul Duran	Building Committee Member	X
Bill LeGeyt	Building Committee Member	X

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

DATE	ITEM	ACTION
11/22/11-	1.) Borghesi will provide a quote to install additional cabinets in the Assembly room	ON-GOING
11/22/11-	2.) Borghesi will provide a quote to isolate the electrical circuits in the assembly room.	ON-GOING
11/22/11-	3.) Borghesi will provide a quote to add power for a microwave/convection oven in the lounge area.	ON-GOING
11/22/11-	4.) Fresh air intake vents for the office area will be located on the N.E. walls of the garage at approx. 10' a.f.f. centered between the office walls and the corner of the masonry.	RECORD
11/8/11-	1.) The sub committee will review requirements for telephones, emergency radios and antenna placement / wiring.	RECORD
11/8/11-	2.) The sub committee will meet on Thursday 11/10/11 at 9am on site to review the electrical and telephone/data outlet location in the office and mechanic's areas. <ul style="list-style-type: none"> • 11/15/11- Site review complete, updated layout has been forwarded to Turri Electric for installation. 	RECORD
10/18/11-	1.) Borghesi will request additional information regarding the accordion door option for the closet in the meeting room. This information will be forwarded to the committee members for further review prior to the next construction meeting.	

DATE	ITEM	ACTION
<ul style="list-style-type: none"> • 11/8/11- ○ 11/22/11- 	<ul style="list-style-type: none"> The committee has decided to accept an accordion door in place of the 6068 double door (door #7). Options for this item will be reviewed at the next full building committee meeting. Borghesi will revise the change order to include an option for a 8068 HM door 	ON-GOING
10/18/11-	2.) Borghesi will review floor hardener and finish options for the garage area floor and make recommendations.	
	<ul style="list-style-type: none"> ○ 11/8/11- Borghesi will provide an estimate for caulking the garage floor sawcuts. <ul style="list-style-type: none"> ▪ 11/22/11- Caulking quote is included in the floor treatment change order. RECORD ○ 11/22/11- The revised change order for the garage floor Hardener and Silane 100 sealer will be reviewed at the next building committee meeting. ON-GOING 	
10/11/11-	1.) Borghesi has proposed closing the distance between opposing curbs at the chain link sliding gates to keep the fencing out of the driveways. This will be reviewed for zoning compliance as well as an option for larger gates with no curbing adjustments.	
	<ul style="list-style-type: none"> • 11/8/11- Borghesi will provide additional pricing information and options for the southeast gate to be reviewed at the next full building committee meeting. • 11/22/11- 26' Tymetal gate option has been accepted RECORD • 11/8/11- Borghesi will review adjusting the size of the island where the slide gate access pedestal will be located. The town is anticipating the length of the plow truck from front of plow to drivers door approx. 13' will be needed for the drivers to access the gate from the truck. • 11/22/11- No changes will be made to the island layout. Berkshire Alarm will provide a credit to The town for a single elevation gate control Pedestal. RECORD 	
9/20/11-	1.) Borghesi submitted the room finish list and samples for all rooms (paint, ceiling tiles and grid, hardware, wood doors, lav partitions).	
	<ul style="list-style-type: none"> • 10/4/11- Room finish list should be completed by the 2nd week of November. ○ 11/22/11- Finish selections will be completed for the 11/29 meeting. ON-GOING 	

DATE**ITEM****ACTION**

- 7/12/11- 3.) Borghesi Bldg. & Engr. submitted exterior siding and asphalt shingle samples.
- Asphalt shingles will be reviewed for color
 - 11/8/11- Borghesi will provide additional pricing information for the copper roof change order to be reviewed at the next full building committee meeting
 - 11/22/11- Change order has been accepted **RECORD**

A detailed review of the schedule for project completion also took place to assure timely occupancy by the town highway department.

* This and future meetings will be held at the town hall* The next weekly meeting is scheduled for November 29nd at 3:00pm.

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