

# Meeting Minutes

Barkhamsted Highway Garage  
 Construction Meeting November 29, 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       |
| Al Neumann   | 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 detailed project schedule with 12/21/11 as the target date for substantial completion/ C of O. <ul style="list-style-type: none"> <li>• 11/29/11- Borghesi has provided a schedule to achieve a C of O or Temporary C of O on the 12/21/11 target date.</li> </ul>  | RECORD   |
| 11/22/11- | 1.) Borghesi will provide a quote to install additional cabinets in the Assembly room <ul style="list-style-type: none"> <li>• 11/29/11- Change order has been accepted.</li> </ul>   | RECORD   |
| 11/22/11- | 2.) Borghesi will provide a quote to isolate the electrical circuits in the assembly room. <ul style="list-style-type: none"> <li>• 11/29/11- Borghesi will provide a quote for isolating the (2) 20amp circuits to be located over the Assembly room cabinets.</li> </ul>  | ON-GOING |
| 11/22/11- | 3.) Borghesi will provide a quote to add power for a microwave/convection oven in the lounge area. <ul style="list-style-type: none"> <li>• 11/29/11- Change order has been accepted</li> </ul>   | 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. <ul style="list-style-type: none"> <li>○ 11/22/11- Borghesi will revise the change order to include an option for a 8068 HM door</li> <li>○ 11/29/11- Change order has been accepted the 8068 HM door option was chosen.</li> </ul> | RECORD   |

| DATE      | ITEM   | ACTION   |
|-----------|--|--|
| 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"> <li>○ 11/29/11- The revised change order for the garage floor Hardener and Silane 100 sealer will be reviewed at the next building committee meeting. ON-GOING</li> </ul>   |
| 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"> <li>● 10/4/11- Room finish list should be completed by the 2<sup>nd</sup> week of November.</li> <li>○ 11/22/11- Finish selections will be completed for the 11/29 meeting.</li> <li>○ 11/29/11- Exterior trim colors will be confirmed at the next committee meeting ON-GOING</li> </ul> |

\* This and future meetings will be held at the town hall\* The next weekly meeting is scheduled for December 6<sup>th</sup> 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