

# Meeting Minutes

Barkhamsted Highway Garage  
 Construction Meeting October 4, 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

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

DATE	ITEM	ACTION
10/4/11-	1.) Borghesi will provide a change order to increase the door size in the garage separation wall from 6070 to 8080.	ON-GOING
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>• 10/4/11- Changes for the lav partition material will be reviewed at the Oct. 6<sup>th</sup> building committee meeting.</li> </ul>	ON-GOING ON-GOING
9/20/11-	2.) Borghesi will provide a quote to supply a 2"x2"x1/4" thick angle to be cast into the slab at the edge of the overhead doors. <ul style="list-style-type: none"> <li>• 10/4/11- Change order will be reviewed at the Oct. 6<sup>th</sup> building committee meeting.</li> </ul>	ON-GOING
9/13/11-	1.) Review of the IMTL inspection and testing reports: <ul style="list-style-type: none"> <li>• 10/4/11- Borghesi will review the latest test results performed by IMTL on site and will issue a summary letter to the town at the Oct. 6<sup>th</sup> building committee meeting .</li> </ul>	ON-GOING

<b>DATE</b>	<b>ITEM</b>	<b>ACTION</b>
7/26/11-	4.) Electrical plan review <ul style="list-style-type: none"> <li>• Additional review of the site lighting locations will be required prior to installation.               <ul style="list-style-type: none"> <li>○ 10/4/11- Site lighting poles have been reviewed, No new light poles will be added. Future power conduit change order will be reviewed at the Oct. 6<sup>th</sup> building committee meeting</li> </ul> </li> </ul>	ON-GOING
7/12/11-	3.) Borghesi Bldg. & Engr. submitted exterior siding and asphalt shingle samples. <ul style="list-style-type: none"> <li>• Lap and shingle siding will be reviewed for color lap exposures, and texture for shingle siding</li> <li>• Asphalt shingles will be reviewed for color</li> </ul>	ON-GOING ON-GOING
	Misc. topics for further discussion: <ul style="list-style-type: none"> <li>• Floor treatment in the garage area</li> <li>• Salt shed summer ventilation</li> </ul>	ON-GOING

\* This and future meetings will be held at the town hall\* The next meeting is scheduled for October 11<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