

## **TOWN GARAGE BUILDING COMMITTEE**

### **SPECIAL MEETING MINUTES**

**April 13, 2011**

### **BARKHAMSTED TOWN HALL**

Members in attendance were Peter Bakker, Paul Duran, Bill LeGeyt, Al Neumann, Rich Novak (alternate), Linda Persechino (alternate), Carmen Smith, Don Stein, Gary Stewart (alternate) and Bob Zematis.

Also present was Allan Borghesi of Borghesi Building.

The meeting was called to order at 7:03 PM.

The purpose for this meeting was to discuss the new Town Garage features, site plan and options:

- Extensive discussion was held relative to the choice of Shelter-Logic as the salt storage building supplier. Mr. Borghesi said he had researched their product offering and had talked to their customers. He was fully satisfied at the quality of their buildings.
- Don Stein took the action to investigate the need for migratory bird permits for the swallows that nest in the bank behind the building and to work with Borghesi and the CONN DOT for a permit to create parking spaces in the state right-of-way adjacent to Route 44.
- Some discussion of the contract took place and Don Stein will refer it to the Town Attorney for review. It is expected that the signing will take place within 3 weeks after all details are worked out. There will be a payment and cash flow schedule as part of the contract so the town can plan its borrowing needs.
- The structural steel has been ordered already, but there is a need to select colors for the roof and siding by April 22. Carmen Smith and Linda Persechino took the action to review the various samples and to recommend colors for the buildings.
- Don Stein will contact asbestos abatement contractors for an inspection of the building and to determine the extent of required abatement.
- The RRDD has offered to supply dumpsters for removal of demolition material, but the details of that arrangement need to be finalized.
- The Town will hire a construction inspector and will need to hold weekly meetings with Borghesi Building to review progress and to discuss change orders. At the start of the work, Borghesi will provide a schedule of values, a milestone schedule and will submit monthly invoices with backup information. Certified payrolls (prevailing wage requirement) will also need to be submitted at the time monthly invoices are submitted per the State of Connecticut requirements.
- The Town will need to provide specifications to Borghesi of any large equipment, such as jib cranes, truck lifts and weights which will be supported by the building structurals, to be installed in the building, to assure compatibility.
- Relative to project management, a subcommittee of Paul Duran, Al Neumann, Don Stein, and Rich Novak will participate in the weekly meetings and will bring in additional expertise from the full committee as needed. We will not hire a Project Manager at first, but will leave the option open if such an individual appears to be necessary.

- A motion was made by Paul Duran, seconded by Bill LeGeyt, and passed unanimously to appoint the subcommittee of Duran, Neumann, Stein and Novak to coordinate with the contractor and to monitor progress.
- Borghesi will need to provide well-defined drawings and site plans prior to starting, and the Town will need to hire a Special Inspector, since that cannot be done by the contractor.
- Carmen Smith and Linda Persechino agreed to review color schemes and to evaluate the use of Hardie Board vs. vinyl siding and to report back to the committee. This information must be submitted to Borghesi by Friday, 4/22, so he can order materials.
- Attached to the minutes are notes taken by Allan Borghesi at the meeting.

The meeting was adjourned at 9:00 PM.

Respectfully submitted,

Donald S. Stein  
First Selectman