

Meeting Minutes

Barkhamsted Highway Garage
 Construction Meeting October 18, 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 site conditions, misc. change orders, project schedule and milestone dates.

DATE	ITEM	ACTION
10/18/11-	2.) 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.	ON-GOING
10/18/11-	1.) Borghesi will review floor hardener and finish options for the garage area floor and make recommendations. The office slab will have a steel trowel finish and an example of a mag trowel finish will be done in the boiler room.	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"> • 10/18/11- Borghesi will provide a quote to increase the size of southeast gate to 29' wide. The northwest sliding gate will be left as a 20' gate and adjust the curb opening to 20'. 	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"> • 10/4/11- Room finish list should be completed by the 2nd week of November. ○ 10/18/11- Borghesi is pursuing a new flooring contractor and will forward contact information once a contract can be issued. 	ON-GOING

DATE	ITEM	ACTION
9/13/11-	1.) Review of the IMTL inspection and testing reports: <ul style="list-style-type: none"> • 10/11/11- Borghesi will issue a letter addressing the committee's concern regarding reflective (transfer) cracking from the foundation into the block walls. ○ 10/18/11- Letter from Borghesi addressing the Committee's concern has been issued. 	RECORD
7/12/11-	3.) Borghesi Bldg. & Engr. submitted exterior siding and asphalt shingle samples. <ul style="list-style-type: none"> • Asphalt shingles will be reviewed for color <ul style="list-style-type: none"> ○ 10/11/11- Borghesi will provide a quote to change the asphalt shingle roof to a copper roof at the front entry overhang. 	ON-GOING

Misc. topics for further discussion:

- Site drainage at the rear of the site (surface water or ground water) currently under review by Allen Walker of Arcadis

* This and future meetings will be held at the town hall* The next meeting is scheduled for October 25th 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