

# Meeting Minutes

Barkhamsted Highway Garage  
 Construction Meeting August 16, 2011

NAME	COMPANY	PRESENT
David Nelson	Borghesi Building & Eng.	X
Don Stein	Building Committee Member	X
Al Neumann	Building Committee Member	X
Rich Novak	Building Committee Member	X
Paul Duran	Building Committee Member	X
Peter Bakker	Building Committee Member	X
Barry Cone	Barry Cone Plumbing & Heating	X

**Agenda:** Review HVAC & Plumbing submittals, project schedule and milestone dates.

DATE	ITEM	ACTION
8/16/11-	1.) Borghesi will review locations for (2) future drinking fountains.	ON-GOING.
8/16/11-	2.) Barry Cone will research alternate oil tank sizes and layout of the boiler room to confirm the room dimensions.	ON-GOING.
8/16/11-	3.) Borghesi will review the insulation requirements for the radiant floor heat system.	ON-GOING
8/16/11-	4.) Borghesi will confirm the window specifications for the office area. (operable or inoperable)	ON-GOING
8/9/11-	1.) Review building officials/fire marshals comments: <ul style="list-style-type: none"> <li>• A floor drain will be required in the furnace room. Per the building official, the required drain cannot be tied into the septic system or the oil water tank system. Further discussion with the building official is needed.</li> <li>• Oil tank protection requirements and 110% containment of these tanks will require additional review.               <ul style="list-style-type: none"> <li>○ 8/16/11- Borghesi will review the contract specifications and code requirements regarding the fire marshal's request for additional protection and containment. Borghesi will provide a letter addressing this issue if the request exceeds the code requirements.</li> </ul> </li> </ul>	ON-GOING ON-GOING ON-GOING

DATE	ITEM	ACTION
8/9/11-	2.) Review of the Salt Shed foundation and building drawings: <ul style="list-style-type: none"> <li>• Borghesi will provide additional information regarding the base condition to be provided by Shelterlogic .</li> <li>○ 8/16/11- Borghesi will request additional information regarding the interior wall coatings for the foundation</li> </ul>	ON-GOING  ON-GOING
7/26/11-	3.) D.O.T. comments regarding the parking in the state right of way are still under review	ON-GOING
7/26/11-	4.) Electrical plan review <ul style="list-style-type: none"> <li>• Location of the existing or proposed generator needs to be reviewed prior to installation.               <ul style="list-style-type: none"> <li>○ 8/16/11- The future location of the existing generator requires additional review.</li> </ul> </li> <li>• Pump alarm for the oil water separator holding tank should be considered.               <ul style="list-style-type: none"> <li>○ 8/16/11- no action will be taken</li> </ul> </li> <li>• Additional review of the site lighting locations will be required prior to installation.</li> </ul>	ON-GOING  RECORD  ON-GOING
7/26/11-	5.) Plumbing, HVAC plan review <ul style="list-style-type: none"> <li>• Thermostat security and placement should be reviewed further.               <ul style="list-style-type: none"> <li>○ 8/16/11- Barry Cone will research alternative thermostats for the meeting room.</li> </ul> </li> <li>• (2) Additional frost free hose bibs will be installed on the exterior of the office near the side door exits. Additionally a frost free hose bib should be installed in the salt shed building and at the fuel depot.               <ul style="list-style-type: none"> <li>○ 8/16/11- Borghesi will provide a change order for these items to include additional breakdown of cost.</li> </ul> </li> <li>• Barry Cone will review the cooling tonnage design for the meeting room.               <ul style="list-style-type: none"> <li>○ 8/16/09- Barry Cone will provide an estimated cost to increase the cooling from 3 ½ T to 4 ton per the committee's request.</li> </ul> </li> </ul>	ON-GOING       ON-GOING

DATE	ITEM	ACTION
	<ul style="list-style-type: none"> <li>• Barry Cone shall supply data on the split system for sound as they are located near an office.               <ul style="list-style-type: none"> <li>○ 8/16/11- The committee has requested that the air handler for the meeting room be located over the closet or janitors room.</li> </ul> </li> </ul>	RECORD
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
6/28/11	8.) Fire alarm system will be reviewed by Ray Turri for cost savings as well as security options for a combined system. Ray will consult with Berkshire alarm for the additional system requirements <ul style="list-style-type: none"> <li>• 7/26/11- Borghesi will invite Berkshire Alarm to a future meeting to discuss options for the security and fire alarm systems based on the preliminary quote received.</li> </ul>	ON-GOING
	Misc. topics for further discussion: <ul style="list-style-type: none"> <li>• Generator location</li> <li>• Floor treatment in the garage area</li> <li>• Salt shed summer ventilation</li> <li>• Exterior building finishes</li> </ul>	ON-GOING

\* This and future meetings will be held at the town hall\* The next meeting is scheduled for August 23<sup>rd</sup> at 3:00pm, Ray Turri will be asked to attend this meeting to complete the electrical and exterior lighting review. Per the committee's request Dave Wilson from Berkshire Alarm will be requested to attend this meeting to review options for building security.

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