

# Meeting Minutes

Barkhamsted Highway Garage  
Construction Meeting December 6, 2011

<b>NAME</b>	<b>COMPANY</b>	<b>PRESENT</b>
David Nelson	Borghesi Building & Eng.	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.

<b>DATE</b>	<b>ITEM</b>	<b>ACTION</b>
12/6/11-	Borghesi will provide a change order for the paving winterization, additional curbing and the change from the 6" bituminous curbing to Cape Cod style curbing.	ON-GOING
12/6/11-	Borghesi will have the electrician supply a 25 pair telephone wire for the telephone service from the switch gear to the janitors closet where the town will be installing their security and data systems.	RECORD
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>• 12/6/11- The project is currently on schedule for required inspections. Permanent exterior locks will be installed by the end of the week, (2) master keys will be provided to the town.</li><li>• 12/6/11- The town has requested that the oil/water alarm be installed as soon as possible to complete the state registration procedure. Borghesi is pursuing this request.</li></ul>	RECORD 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>• 12/6/11- The Building Official has accepted the proposed location of the (2) breaker box in the Assembly room closet. He has requested that the town mark an area 3'x3' on the floor to maintain proper clearance. The Town has agreed to this request and has authorized Borghesi to proceed with the installation and provide a change order at the 12/13 meeting.</li></ul>	ON-GOING

<b>DATE</b>	<b>ITEM</b>	<b>ACTION</b>
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. <ul style="list-style-type: none"> <li>▪ 12/6/11- The change order has been accepted.</li> </ul> </li> </ul>	RECORD
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>• 12/6/11- The building committee will confirm the formica choices for the countertops prior to the 12/13/11 meeting.</li> </ul>	ON-GOING
	<ul style="list-style-type: none"> <li>• 12/6/11- The painting contractor will place color samples on the interior office walls for the building committee to review prior to releasing the color selections.</li> </ul>	ON-GOING
	<ul style="list-style-type: none"> <li>• 12/6/11- Borghesi will review the final cost of the MCT flooring change order to pursue additional discounts. This will be discussed prior to the 12/13/11 meeting.</li> </ul>	ON-GOING

\* This and future meetings will be held at the town hall\* The next weekly meeting is scheduled for December 13<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