

# Meeting Minutes

Barkhamsted Highway Garage  
 Construction Meeting June. 28, 2011

| NAME         | COMPANY                   | PRESENT |
|--------------|---------------------------|---------|
| Don Stein    | Building Committee Member | X       |
| David Nelson | Borghesi Building & Eng.  | X       |
| Ray Turri    | Turri Electric            | X       |
| Rich Novak   | Building Committee Member | X       |
| Paul Duran   | Building Committee Member | X       |
| Al Neumann   | Building Committee Member | X       |

**Agenda:** Review electrical drawings and submittal information, project schedule and milestone dates.

| DATE     | ITEM                                                                                                                                                                 | ACTION   |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 6/28/11- | 1.) Borghesi Bldg. & Engr. submitted (2) change orders<br>Previously requested by the Town:                                                                          |          |
|          | <ul style="list-style-type: none"> <li>• Change order for Dumpster credit</li> </ul>                                                                                 | ACCEPTED |
|          | <ul style="list-style-type: none"> <li>• Change order for new manhole structure over the existing well with sleeves into the new building for future use.</li> </ul> | ACCEPTED |
|          | <u>Review Comments:</u><br>The building committee will require itemized breakdown with future change orders.                                                         | RECORD   |
|          | 2.) Borghesi Bldg. & Engr. provided copies of the AIA billing document with scheduled values for the project.                                                        | ACCEPTED |
|          | <u>Review Comments:</u><br>Additional breakdown will be provided for the Miscellaneous Construction Items on future billing.                                         | RECORD   |
|          | 3.) Borghesi Bldg. & Engr. provided a revised construction schedule for the duration of the project.                                                                 | RECORD   |

| DATE               | ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | ACTION   |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 6/28/11- continued | 4.) Borghesi Bldg. & Engr. submitted revised site plan Drawings (rev. date 6/28/11), incorporating the town and D.O.T. comments for the town to review. Additional D.O.T. comments are expected regarding the parking in the state right of way. Pending D.O.T. comments are not expected to affect the overall drainage or building layout. These drawings will be issued for construction at this time.                                                                                                                                                                                            | RECORD   |
|                    | 5.) The building committee will be choosing a special inspector for the project as soon as possible. This will be required prior to starting the building construction                                                                                                                                                                                                                                                                                                                                                                                                                               | ON-GOING |
|                    | <p><u>Comments:</u><br/> The special inspection contractor to be chosen by the building committee will be contracted directly with the town and all billing will be paid for by the town. Borghesi Bldg. &amp; Engr. will issue a change order crediting the allowance for these inspections.</p>                                                                                                                                                                                                                                                                                                    | ON-GOING |
|                    | <p>6.) Review of the electrical submittals and drawings:<br/> Al Neumann and Rich Novak will review the electrical plan for locations of telephone/data, welding outlets, exterior GFCI outlets, block heater outlets, power requirements in the Salt Shed, salt treatment pump, jib crane, lift equipment, de-icing, power washing and fuel depot equipment and associated layout for underground conduits. This review will be discussed at our July 19<sup>th</sup> construction meeting. Ray Turri will be available for review of existing equipment with Rich Novak prior to this meeting.</p> | ON-GOING |
|                    | 7.) The transformer pad and the generator pad locations will be reversed on the site plans to accommodate the electrical switchgear. Sizes for the pads and conduit locations need to be confirmed.                                                                                                                                                                                                                                                                                                                                                                                                  | ON-GOING |
|                    | 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.                                                                                                                                                                                                                                                                                                                                                                                                | ON-GOING |

Misc. topics for further discussion:

ON-GOING

- Floor treatment in the garage area
- Salt shed summer ventilation
- Fire alarm / security systems
- Exterior building finishes
- Waste oil furnace supplier
- Plumbing submittals

\* This and future meetings will be held at the town hall\* The next meeting is scheduled for July 5<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

DN: