

# WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE

## MINUTES – Wednesday June 1, 2011

Chairman Coombs and called the meeting to order at 6:00 PM in Conference Room One.

Present:

Committee Member Name	Present	Absent	Excused
Joseph Coombs, Chairman	X		
Tim Tuell, Vice Chairman	X		
Raymond Grasso		X	
Richard LePore	X		
Luke McEntire	X		
Carmen Pace	X		
Stuart Temple, Clerk	X		
<b>Liaison Present</b>			
Paul Montinieri, Council Liaison		X	
Lori Schroll, Staff Liaison	X		
Mike Turner, Staff Liaison	X		
<b>Staff &amp; Guest Present</b>			
Jeff Bridges, Town Manager	X		
Laurel Goodgion, Librarian			X

### 1. Public Comments:

1. None

### 2. Approval of Minutes:

- A. Minutes of August 10, 2010 Meeting – Motion made by Stuart Temple seconded by Luke McEntire to approve the minutes. **All members voted in favor.**

### 3. Items for Discussion:

#### I. Town Hall / Library Renovations – Phase 2

##### A. Expenditures

1. Kronenberger & Sons – Letter of 4-6-11, - \$5000.00 – Mike Turner advised the requisition approved and processed in August 2010 represents 100% completion of the work. The contractor recommended holding back \$4,000.00 of the retainage until the dispute with the sub-contractor is resolved; we increased the holdback an additional \$1,000.00 for the carpet attic stock we are due. Mike Giacco from Kronenberger was in agreement with this in 2010. Mikes discussion with Peter Wells today indicates Peter should process a owner initiated change order reducing the contract value by \$5000, and process it, sending Kronenberger a letter that the project is closed out. They have had over a year to get this info and have not done so. Chairman Coombs is in agreement with this and recommends payment of the reduced requisition. Motion made by Stuart Temple seconded by Richard Lepore to approve a an owner initiated Change Order request to request to reduce the contract in the amounts of \$1000.00 and \$4,000.00 (\$5,000.00 total) and to direct the architect to notify Kronenberger that the project has been closed out.. **All members voted in favor.**
2. Library HVAC AHU Renovations to NE Energy Controls \$ 16,453.87. Mike Turner's staff solicited three quotes, NEEC is not low bidder, but second bidder did not include tying into DDC controls. Before the vote was taken, Tim Tuell asked Mike Turner where the additional money would come from since only \$10,000.00 was budgeted. Mike went over the wish list (see item B below) and indicated that there was a savings on some of the items due to utilizing Town Staff with the savings of \$5875.00 plus the \$5000.00 that is being kept from Kronenberger there will be enough money to cover the additional cost. A motion was made by Tim Tuell seconded by Stuart Temple to accept the bid from NE Energy Controls. **All members voted in favor.**

##### B. Staff Information

1. Updated wish list status – Mike Turner went over the Wish List items

### Wish List Items

	<u>Est. Cost</u>
1. TV and Audio work in Town Council chambers	2725
2. Main entrance canopy hatchway/plumbing drain	3000
3. Health Dept windows caulk	3395
4. S&YS duct work in corridor	1875 vs. 0
5. HVAC re-insulation of valves	2500
6. Elevator machine room noise insulation	4000
7. Employee lounge duct work	2000
8. Pre heat and cool deck Lib HVAC	10,000 vs. 16,453.87
9. ADA stove replacement Library	945
10. Noise muffling Men's room lav. partition	500
11. Noise muffling ground floor conf. room	500
12. Library podium	<u>2500</u>
	\$30,503 total

### Status report

Quotes have been received for items 1,3,4,8,9,12. Release of PO held until large item 8 was issued PO.

Item 8 to be discussed and award of contract per Building Committee recommendation.

Item 4 completed by in house staff

Item 5 quote currently being solicited

Items 7,10 and 11 to be done by town carpenter (currently out on medical leave)

Items 9 and 12 are purchase items with staff to install.

Luke McEntire asked the question do we have to vote to do wish list items or approval from committee. The committee agreed another vote was not necessary because there was a motion voted on at the last meeting in August, 2010. The Committee reaffirmed that staff should spend the remaining funds and complete the wish list ("spend it and end it").

- C. Old Business – none
- D. New Business - none

Prior to accepting a motion to adjourn Chairman Coombs advised he will be available to inspect the work that was approved to be done today. When all the work is completed he will write the appropriated letter to Town Council recommended they disband the Committee.

- 4. Adjournment:** Motion made by Richard Lepore seconded by Tim Tuell to adjourn. **All members voted in favor.** Meeting adjourned at 6:38 PM

**I hereby certify that the above is a true copy of the minutes approved by the Town Hall Renovation Committee.**

Stuart Temple, Clerk