

WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE

MINUTES – MONDAY August 30, 2010

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		
Liaison Present			
Paul Montinieri, Council Liaison		X	
Tony Martino, Staff Liaison	X		
Mike Turner, Staff Liaison	X		
Staff & Guest Present			
Jeff Bridges, Town Manager	X		
Laurel Goodgion, Librarian	X		

Today is day 1,196 of the Project

1. Public Comments:

1. None

2. Approval of Minutes:

- A. Minutes of December 14, 2009 Meeting – Motion made by Luke McEntire seconded by Carmen Pace to approve the minutes. **All members voted in favor.**

3. Items for Discussion:

I. Town Hall / Library Renovations – Phase 2

- A. Change Orders – Prior to going over the PCO's Chairman Coombs reminded the Committee that the former Project Manager left and the new Project Manager Mike Giacco had to play catch up. Mike has done his best to clear all outstanding issues.
 1. PCO 68 – Additional Aluminum Window Hardware - \$198.00. – Chairman Coombs advised this was to purchase and supply, not furnish and install hardware. This was to have extra hardware on hand when existing hardware breaks. Motion made by Stuart Temple seconded by Richard LePore to approve this PCO amended to read purchase and supply. **All members voted in favor.**
 2. PCO 69 – Library Mezzanine Level Duct Work Relocation - \$869.00 – Tony Martino advised that this PCO was included under PCO 63 previously approved by this Committee, This PCO should be rejected. Motion made by Luke McEntire seconded by Stuart Temple to reject this PCO. **All members voted in favor.**
 3. PCO 70 – Additional Electrical Work per Owner Directive in Field - \$2,665.30. Chairman Coombs advised both he and Mike Turner recommend this change to keep the work going based on time and material. Mike Turner advised these were for lights and plugs in Building Inspection; Assessor's Area; Library Children's Program Room. Motion by Stuart Temple seconded by Luke McEntire to approve this PCO. **All members voted in favor.**
 4. CO 13 – Change Scope of Work to Generator - (\$4,000.00) – Chairman Coombs advised this is an issue where the electrical contractor wired the generator in town hall differently then the specs called for and without approval from our on-call engineer. What they did works and is cheaper then what was requested. We are looking for a credit for what was saved by doing the work a different way. This is really a dispute between the contractor and sub-contractor. Below Kronenberger is requesting payment for all their retainage minus the \$4,000.00 being disputed. Chairman Coombs agrees with Kronenberger's request to hold back the \$4,000.00. Motion

made by Stuart Temple seconded by Carmen Pace to reject this Change Order based on what Kronenberger is doing with their retention. **All members voted in favor.**

B. Expenditures

1. Kronenberger & Sons – App No. 21 - \$188,864.76 – Mike Turner advised this requisition 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 are going to increase the holdback an additional \$1,000.00 for the carpet attic stock we are due. Mike Giacco from Kronenberger was in agreement with this. Chairman Coombs is in agreement with this and recommends payment of the reduced requisition. Motion made by Stuart Temple seconded by Raymond Grasso to approve the reduced payment of \$187,864.76. **All members voted in favor.**

C. Staff Information

1. Updated Change Order Log dated July 2, 2010 – No questions, this was received as information.
2. Updated Budget Sheet dated July 14, 2010 – Mike Turner advised he would go over the Wish List items under New Business. No questions, this was received as information.

D. Old Business

1. Library Stove – Raymond Grasso advised this item was tabled last meeting and needs to be taken off the table if it is to be discussed under New Business. Motion by Raymond Grasso seconded by Luke McEntire to take this item off the table. **All members voted in favor.**

E. New Business

1. Wish List Authorization Line Items 49-63 Total \$30,503.00 – Mike Turner advised the items in lines 49-63 are wish list items staff put together in priority order. Some have been on the list for a long time waiting to see what was available at the end of the project to get them done. We have \$31,205.00 left in the budget and the wish list totals \$30,503.00. Mike then went over the items on the wish line by line
 - a. Line 50 – Misc. small items to complete television and audio work - \$2,725.00 – to be able to plug in laptops from the dais instead of having to go to the lectern to have direct feed to the camera. Mike has recommendation from vendor.
 - b. Line 52 – Main entrance canopy drain and access hatch - \$3,000.00 – This is at the green walkway into town hall. We need to cut a hole in the metal roof to be able to get at the drain and provide cleanout as needed. This is work Nutmeg was suppose to do but our attorney's advised we will not be able to get them back.
 - c. Line 53 – Health Dept. window caulk - \$3,395.00 – When the windows were installed the old frames were used and the windows were not caulked properly. Once again this was Nutmeg work. We got a quote from Accurate Glass for this work.
 - d. Line 56 – Social Services Ductwork in corridor (2 Supply 1 Return) - \$1,875.00 – There is poor air circulation in the corridors. We want to install two supply and one return into the existing ductwork.
 - e. Line 57 – HVAC valves, pipe insulation, misc. locations (Insulator 2 days) - \$2,500.00 – There is staining in various ceiling tiles where condensation leaks onto the tiles from valves that were not insulated well. We need to re-insulate these valves.
 - f. Line 58 – Noise muffling in elevator machine room (material only, town to install) - \$4,000.00 – The elevator machine room has tow walls that need to be insulated to reduce deafening noise coming into the Health District when the elevator is coming down, not when it is going up. We need to get special flame resistant

material to meet the elevator inspector's code. We will purchase the material and have it installed by town staff.

- g. Line 59 – Employee Lounge duct – redirect duct to ground floor men's room - \$2,000.00 – The duct for the exhaust vent in the employee lounge needs to be connected. The best root is to connect it to the duct in the men's room and not cut a new hole to the outside wall in the employee lounge.
- h. Line 60 – Preheat and cool deck to mezzanine - \$10,000.00 – Depending on the season this process will cool or heat the air coming into the system as it enters the building making the unit more energy efficient and reducing condensation.
- i. Line 61 – ADA replacement stove library staff room - \$945.00 – This is to put a drop in stove in the library staff room. The old stove will be installed in the kitchen on the ground floor of the library.
- j. Line 62 – Noise muffling second floor men's room (infill under soffit - \$500.00 – This is to eliminate noise between the men's room and town planner's office. You can hear the conversations from one room to the other. Sheetrock and insulation will be used to muffle the noise.
- k. Line 63 – Noise muffling ground floor conference room (sheetrock and insulation) - \$500.00 – This is to eliminate the noise between conference room one and Kathy Bagley's office. You can hear conversations from one room to the other. This is a similar problem as line 62.

Mike Turner has had a meeting with a contractor regarding the ductwork for Social Services. There are bi-polar ionization units he would like to install in the ductwork for social services to cut and control the condensation and mold. They are \$1,500.00 each. This work will only be done if there are sufficient funds left over in the bond if the above projects come in under budget. Currently if all the items are done on budget, under lines 50- thru 63 there will be \$702.00 left in the budget. We are not looking to have Kronenberger do this work. We will be hiring contractors directly or use town staff eliminating the overhead and administrative fees.

Tim Tuell advised he recognizes most of this work as previously reported by Mike over the years.

Laurel Goodgion asked if another item can be added to the list. They need a podium and sound system in the Town Hall Meeting Room. This would cost about \$2,500.00. Raymond Grasso requested that in the priorities lines 60 and 61 be reversed. Motion was made by Stuart Temple seconded by Richard LePore to approve the wish list as reprioritized and move forward with the work completing as much as possible with the remaining budget funds available. **All members voted in favor.** Jeff Bridges advised he will work with Mike Turner on Line Item 50 to see if he could get the funds from other sources.

Prior to accepting a motion to adjourn Chairman Coombs wanted to thank the members, both present and past, for the hard work that has been accomplished by this Committee. The Committee started in January, 2000. The work included building the new Police Station, Installing and new Town Wide Radio System, and Renovations to Town Hall which were broken down into two phases and bonds. Original Committee and Staff still serving the Committee since its inception include: Chairman Coombs, Vice Chairman Tim Tuell, Raymond Grasso, Carmen Pace, Mike Turner and Tony Martino. The Committee has worked with five mayors, four town managers, two librarians and had five committee members replaced over the years. Chairman Coombs thanked Mike Turner for his oversight of the project which helped to keep construction costs down. He thanked Tony Martino for his administrative and financial oversight of the project. Tony kept better records than the architect and construction manager and had to keep them organized as well.

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. Next Scheduled Meeting:

A. Future Meetings will be scheduled on an as needed basis.

Adjournment: Motion made by Tim Tuell seconded by Raymond Grasso to adjourn. **All members voted in favor.** Meeting adjourned at 6:56 PM

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

Stuart Temple, Clerk

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