

**WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING
COMMITTEE
MINUTES – MONDAY February 11, 2008**

Chairman Coombs called the Meeting to order at 6:00 P.M. in Conference Room One.

Present

Committee Member Name	Present	Absent	Excused
Joseph Coombs, Chairman	X		
Tim Tuell, Vice Chairman	X		
Raymond Grasso	X		
Luke McEntire	X		
Carmen Pace	X		
Stuart Temple, Clerk Pro Tem	X		
Liaison Present			
Paul Montinieri, Council Liaison	X		
Tony Martino, Staff Liaison	X		
Mike Turner, Staff Liaison	X		
Staff & Guests Present			
Bonnie Therrien, Town Manager	X		
Laurel Goodgion, Library Director	X		

Today is day 268 of the Project

1. Public Comments:

1. None

2. Approval of Minutes:

- A. Minutes of January 28, 2008 Meeting – Motion by Carmen Pace seconded by Stuart Temple to approved the minutes. **All but one member voted in favor (Luke McEntire abstained).**

3. Projects for Discussion:

I. Town Hall / Library Renovations – Phase 2

A. Expenditures

1. EnviroScience – Invoice 1363 -\$7,600.00 – Motion by Stuart Temple seconded by Raymond Grasso to approve this payment. **All members voted in favor.**
2. National Library Relocations – Invoice 14105 -\$1,435 – Motion by Raymond Grasso seconded by Stuart Temple to approve this payment. **All members voted in favor.**
3. Special Testing Labs – Invoice 21759 - \$380.00 – Reminder to have vendor add what service was for. Motion by Carmen Pace seconded by Stuart Temple to approve this payment. **All members voted in favor.**
4. Tuthill & Wells – Invoice 3801 - \$8,195.00 – Motion by Luke McEntire seconded by Stuart Temple to approve this payment. **All members voted in favor.**

B. Change Orders

1. None

C. Staff Information

1. Job Meeting Minutes Dated January 16 & 30, 2008 – Carmen Pace glad to see the contractor is still on schedule. Mike Turner advised based on the schedule the entire project should be completed by July 2nd. The hope is to have the second floor done by Memorial Day weekend so the mezzanine can be done and the whole project finished on time. Motion by Stuart Temple seconded by Raymond Grasso to accept this as information. **All members voted in favor.**
2. Budget Sheet Dated February 7, 2008 – Motion by Stuart Temple seconded by Raymond Grasso to accept this as information. **All members voted in favor.**

3. Town Hall Change Order Log Dated February 7, 2008 – Motion by Stuart Temple seconded by Raymond Grasso to accept this as information. **All members voted in favor.**
 4. RFP Results Letter – Luke questioned why the report would not be done in two weeks. Mike Turner advised that was an estimate but on the proposals vendors advised they needed a month to complete the analysis. They will get us the information sooner if they finish sooner. Motion by Stuart Temple seconded by Luke McEntire to accept this as information. **All members voted in favor.**
 5. Tucker Library Interiors Letter Dated January 21, 2008 – Chairman Coombs advised this can be received as information but we need three quotes to meet town purchasing guideline unless the State has a shelving bidder. Tony Martino advised the closing date for the State Bid on Library Shelving was January 26th. As of today DAS has not determined the winning bidder. Laurel Goodgion advised at Town Manager Therrien's request she went back to Tucker to see if they would hold their price. Motion by Stuart Temple seconded by Raymond Grasso to accept this as information. **All members voted in favor.**
- D. Old Business
1. Construction Status –
 - a. Misc. – Chairman Coombs advised construction continues on the exterior of the building. The Engineering Consultant was here last week to review the job (peer review). If they hadn't received the Design Engineer's original calculations yet they will be receiving them shortly. The entire process might take another couple of weeks. The stub walls are being covered around the Town Hall east side. A deficiency was discovered last week. The contractor miscalculated and the façade bracing needs to be corrected. This is the contractor's mistake and it was brought to their attention. They will be responsible to the additional costs for labor and material to correct the problem. Tim Tuell asked who caught the error. Mike Turner advised he did. Mike Turner advised all of the asbestos work with the exception of one elbow is complete. That elbow will be completed with the glove method. Chairman Coombs advised we are still waiting for the stone contractor to come field measure the job. They are now due here February 22nd. The electricians are now back here doing wiring. Roof work will start up again once weather permits. Chairman Coombs advised that the more façade work we get done before the roof is started is to our benefit. This way they will be able to install the roof to where the façade will lay and avoid seams. Mike Turner advised that the Energy Committee was here today looking at the facility. The Town has received a 1kw solar pane. The Energy Committee is looking at 5 possible sites to install the panels to get exposure for their program. The sites are Town Hall (over the lobby roof); Police Station (over the sally port, the Community Center, Wethersfield High School and Silas Deane Middle School. Mike Turner believes the best site would be for one of the schools because it will provide an education value. A 1kw panel system will not provide much energy. The Energy Committee will make their report to Council in about a month. Chairman Coombs advised he has some concerns with the glazer contractor as he doesn't think they have enough exposure to jobs like ours. **NOTE:** Bonnie Therrien arrived at 6:25 PM.

- b. Library Shelving – Bonnie Therrien advised if we want to have delivery of the Library Shelving in August we will have to order it by May 1st. The Mayor needs to know if the Committee will need additional funds for the shelving. Mike Turner advised \$70,000 was added to the Capital Improvement Budget to help with the purchase of the shelving if the funds were so needed. Chairman Coombs advised when we go out to bid we need at least three bidders unless there is a bidder. The bid price must include not only the cost of the shelving but its delivery and installation. Laurel advised once the shelving is install it will take at least two weeks to get the books back from storage and placed back on the shelves. She will also have to integrate the adult books currently in use on the ground floor into their appropriate place on the new shelves on the first and mezzanine floors of the Library.
- c. Sally Port – Staff is beginning to use the sally port as a dump area. Laurel Goodgion was asked to get rid of what she didn't need from down there. Bonnie Therrien will get Department Heads to clean their stuff out of there. Chairman Coombs advised we need to clean the area out so the contractor can use it as a work area and we can put more shelving down there to store records.

E. New Business

- 1. None

4. **Next Scheduled Meeting:**

- A. The next regular scheduled meeting will be Monday February 25, 2008 at 6:00 PM in Conference Room One.
Prior to adjourning the meeting Chairman Coombs asked Councilor Montinieri; Town Manager Goodgion and Library Director Goodgion if they had any questions or comments. All replied no.

6. **Adjournment:** Motion by Raymond Grasso seconded by Tim Tuell to adjourn. **All members voted in favor.** Meeting adjourned at 8:33 PM.

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

Stuart Temple, Clerk – Pro Tem

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