

**WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING  
COMMITTEE  
MINUTES – MONDAY March 24, 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		
<b>Liaison Present</b>			
Paul Montinieri, Council Liaison	X		
Tony Martino, Staff Liaison	X		
Mike Turner, Staff Liaison	X		
<b>Staff &amp; Guests Present</b>			
Bonnie Therrien, Town Manager	X		
Laurel Goodgion, Library Director	X		
Peter Wells, Architect	X		

Today is day 310 of the Project

**1. Public Comments:**

1. None

**2. Approval of Minutes:**

- A. Minutes of March 11, 2008 Meeting – Motion by Stuart Temple seconded by Raymond Grasso to approved the minutes. **All members voted in favor.**

**3. Projects for Discussion:**

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

A. Expenditures

1. Luchs Consulting Engineers – Invoice 0000001 -\$7,125.00 – Motion made by Stuart Temple seconded by Luke McEntire to approve this payment. **All members voted in favor.**
2. Tuthill & Wells – Invoice 3804 -\$8,195 – Motion by Stuart Temple seconded by Raymond Grasso to approve this payment. **All members voted in favor.**
3. Kronenberger & Sons – App. No. 8 - \$62,130.00 – Raymond Grasso has concerns this application was not signed off by Architect. Peter Wells advised he has the signed, notarized forms in his office. He forgot to bring signed completed forms to the meeting. Chairman Coombs also had concerns because Application No. 9 wasn't even signed by Kronenberger's Representative. Peter Wells advised this form was also complete and in his office. Raymond Grasso is concerned the contractor is not following procedure and we should not process the app until everything is signed, notarized and in the possession of the Town. Motion made by Raymond Grasso seconded by seconded by Joseph Coombs to table this payment. **The vote to table failed 3 to 2 (Joseph Coombs and Raymond Grasso voted in favor).** To start discussion motion made by Tim Tuell seconded by Stuart Temple to approve payment. Discussion - Chairman Coombs advised he was not questioning Peter Wells. Forms need to be mailed to members complete with all signatures and notarized forms in the hands of Engineering.

Luke McEntire advised Application No. 8 has a signature and 9 does not. Luke suggests approving 8 but not 9. Raymond Grasso's concern is that we don't have signed notarized forms in front of us, also form is dated February and not with a current date. Luke McEntire feels we are punishing the contractor for something he has no control over; Peter Wells has the signed notarized forms in his office. Stuart Temple feels paperwork shouldn't be distributed unless it is complete. Mike Turner advised staff passes on information received; the Committee does not have to accept it. Raymond Grasso advised only forward those invoices that are complete, in the future return invoices to the vendor if they are incomplete. Motion by Raymond Grasso seconded by Joseph Coombs to instruct staff that requests for payments must be complete and signed off by the appropriate parties; if incomplete the document should be sent back to the vendor for completion. Peter Wells advised on other projects where the Committee approves it before the Architect signs it. Peter Wells advised there might be times where he wouldn't want to sign it due to a problem he would want to discuss with the Committee. Raymond Grasso amended his motion to include invoices unsigned by the Architect due to a problem, but the Architect would then have to come to the meeting to discuss the problem and solution. **The motion was then voted on and passed 3 to 2 (Stuart Temple and Luke McEntire voted nay). NOTE: Bonnie Therrien and Paul Montinieri left at 6:20 PM. The motion to pay Application 8 then passed 4 to 1 (Raymond Grasso voted nay).**

4. Kronenberger & Sons – App. No. 9 - \$168,292.50 – The copy of this invoice was not signed by Kronenberger. Peter Wells advised he had the signed and notarized form in his office. Motion made by Luke McEntire seconded by Raymond Grasso to table this payment. **All but one member voted to table (Stuart Temple voted nay).**

B. Change Orders

1. None

C. Staff Information

1. Budget Report Dated March 11, 2008 – Motion by Stuart Temple seconded by Raymond Grasso to accept this as information. **All members voted in favor.**
2. Job Schedule Dated March 11, 2008 – Chairman Coombs noted that the schedule had been changed to incorporate the additional days approved in the PCO's by this Committee. Motion by Stuart Temple seconded by Raymond Grasso to accept this as information. **All members voted in favor.**

D. Old Business

1. Construction Status – Chairman Coombs advised the contractor has done more sheathing on the outside of the building. They are continuing to install new windows. They are now working on the south wall of the Library. The stone company was here last week taking more measurements. Chairman Coombs asked them when they would be here to start installation. They advised perhaps the end of this month or beginning of next month. They would not commit to a specific date. There are no minutes of the meeting between Kronenberger and the stone company. Chairman Coombs advised there are no sills in place yet for the main windows. Chairman Coombs then asked Peter Wells if there would be full screens on the windows being installed. Peter Wells advised these windows

were speced with full screens. The electricians are continuing with rewiring and takeout. There was going to be a temporary shutdown over the Easter Weekend but some of the parts required were not received in time. If the parts arrive the plan will be to perform the shutdown on April 5<sup>th</sup>. The amount of time required for the shutdown is being reduced because more advanced preparatory work is being accomplished. If the work was accomplished on Easter weekend AT&T was going to come in to do the phone and data work required by the shutdown. The Fire Marshal should be back to do the work on April 5<sup>th</sup> eliminating the need to hire AT&T. The welders still have some work to finish; Mike Turner advised that fan coil demolition has begun. There will be a PCO coming in to replace the drain lines for the fan coil units. The current pipes are clogged from 50 years of use. The new pipes may be plastic with an aluminum coating. As soon as we get a figure we will provide you with the information.

E. New Business

1. Budget – Tim Tuell asked when we will look to see what we have to eliminate to get the budget back in balance. The Committee needs to look to see what items on the wish list have to be eliminated. Chairman Coombs advised he will get together with Peter Wells and Mike Turner to see what can be cut back. Peter Wells as of now foresees no additional PCO's. Mike Turner advised the Town is getting ready to go out to bond for the rest of the funds for this project as well as other bond projects. We will have final bond costs soon. Tim asked that the Committee be involved in the review. Raymond Grasso advised now is the time to get started. We are coming near the end of the job and there will be fewer things available to cut. We need to go to Town Council looking for additional funds for the vault and Town Council Chambers. Let's get our list complete and get them everything now while they are going into budget deliberations. Tim Tuell advised we have been talking about this for six months. Now is the time to begin. Mike advised we will review this and have it as an agenda item on the next agenda.

4. **Next Scheduled Meeting:**

- A. The next regular scheduled meeting will be Monday April 14, 2008 at 6:00 PM in Conference Room One.

5. **Adjournment:** Motion by Raymond Grasso seconded by Stuart Temple to adjourn. **All members voted in favor.** Meeting adjourned at 6:55 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