

**WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING
COMMITTEE
MINUTES – MONDAY June 23, 2008**

Chairman Coombs called the Meeting to order at 600 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		
Peter Wells, Architect	X		

Today is day 401 of the Project

1. Public Comments:

1. None

2. Approval of Minutes:

- A. Minutes of June 9, 2008 Meeting – Motion by Stuart Temple seconded by Carmen Pace to approved the minutes. **All but two members voted in favor (Raymond Grasso and Luke McEntire abstained).**

3. Projects for Discussion:

I. Town Hall / Library Renovations – Phase 2

A. Expenditures

1. EnviroScience – Invoice 0001912 - \$1,440.00 – Motion by Raymond Grasso seconded by Stuart Temple to approve payment. **All members voted in favor.**
2. Kronenberger & Sons – App. No. 12 -\$480,289.60 – Motion by Stuart Temple seconded by Raymond Grasso to approve payment. **All members voted in favor.**
3. National Library Relocations Inc. – Invoice 14203 - \$1,435.00 – Motion by Raymond Grasso seconded by Stuart Temple to approve payment. **All members voted in favor.**
4. Special Testing Laboratories Inc. – Invoice 22054 -\$1,010.00 – Motion by Stuart Temple seconded by Carmen Pace to approve payment. **All members voted in favor.**

B. Change Orders

1. None – Stuart Temple had concerns that there were no Change Orders or CCD's listed. At the last meeting a CCD was handed out that would move work forward without the PCO's being processed. At that meeting Stuart had requested sketches on the work and why the piping was being changed from one method to another but the price came out nearly the same. He was hoping to see sketches and data tonight. Peter Wells advised he would produce the information

requested at the next meeting. All members advised they understood why the change was made. They wanted to see the supporting backup and data (scope of work). Raymond Grasso advised we don't know if there was a need for a change unless we see the documentation.

C. Staff Information

1. Job Meeting Minutes Dated May 20, 2008 & June 4 & 11, 2008– Motion by Raymond Grasso seconded by Stuart Temple to accept this as information. **All members voted in favor.**

D. Old Business

1. Construction Status – Chairman Coombs advised all but one window is in place (they have to install the window at the end of the hall way). All but a small piece of flashing is done on the roof. Greg Rose will replace the stained flashing. The old piping has been removed and new piping is being installed. Valves have been put in so air conditioning could be turned back on the ground floor of Town Hall and the lobby area where the Library offices were built. Pipes started sweating today. John Dietz is calling in the insulator to insulate them right away. Chairman Coombs reminded John Dietz the pipes still need to be pressure tested. They have finished painting the inside of the Town Clerk's vault. We're waiting for the vault door to come in. Peter Wells advised the vault door will be gray as that is the standard color for such a door. The ceiling fan has been installed in the vault area. As the new pipes are being installed they are being tapped off where the fan coil units will be hooked up to them. Drywall will close in the perimeters. Chairman Coombs advised once the meeting is over he will take members upstairs to show them how things are coming along. Luke McEntire asked if there will be any future discovery. He was advised there should be none. Caulking continues on the stone panels. Carmen Pace asked if the move back to Town Hall will still be after Labor Day. Chairman Coombs advised that date will slip a little. We will know better after the next job meeting. The Project Manager wasn't at the last job meeting as he had jury duty. Bonnie Therrien advised if the return date slips we need to know as soon as possible so we can let the Town Council and Library Board know. Chairman Coombs advised once we move back there will be little work left to do on the Library side. It will be finish work as the mechanical work is all completed. It will be painting and installing carpeting and erecting shelving. Peter Wells advised he is looking for shop drawings for the automatic doors, window treatments and grading. None of these will affect the project time schedule. Mike Turner advised he asked the contractor for a new schedule and hopes to receive it at the next job meeting. Chairman Coombs then handed out a Change Order slog with projected additional days due to change orders. Chairman Coombs advised if there had been no change orders the project would have finished on time.
2. Library Shelving Results (tabled, bids under review) – Chairman Coombs passed out a shelving analysis from Peter Wells and the librarians analysis from Karen Ribnicky. The Chairman then gave members a chance to read the memorandums prior to discussion. Peter Wells is recommending we purchase the shelving from Tucker Library Interiors. Peter advised that the interchangeability issue drives going to the higher priced vendor. Only Burroughs

and MJ Industries are interchangeable. Peter also went thru the needs to stay within a footprint to avoid not having turn around areas for ADA requirements for wheelchair turnarounds. Stuart Temple asked what is the next step in the process. Chairman Coombs advised if the Committee agrees with Peter's recommendation then a motion would be in order to recommend to Town Council based on the Architects' analysis they award the bid to Tucker Library Interiors. Laurel Goodgion advised that the budget was \$140,000 for the shelving. Raymond Grasso asked if we could leave the \$140,000 in the budget for shelving. Mike Turner advised we reduced the budget to \$108,000 (the amount of the highest bidder) when we refined the budget back in May. Discussions then started on the need for self-checking desks and the security system. Laurel Goodgion explained the need for each. She is working with other Libraries in a consortium to develop requirements of a security and self checkout system. The price of the security system is coming down. If we buy the system thru the consortium the price will be further reduced. The plan is to purchase a regional system so that all Libraries in the area are on the same system making it easier for tracking books between Libraries as well as returning books to other Libraries. With the system they are looking at four books will be checked in or out at the same time. This will provide staff savings. Laurel advised they didn't look for a security system in the past as there were too many exits. With the renovations there will only be one exit. The other doors will be emergency exits with alarms that will go off if they are opened. Mike Turner asked Peter Wells where the hookups are in place for the self-checkout units how long would it take to install them once they came in. Peter advised one or two days. Bonnie Therrien advised with the consortium RFP in the works, and the library looking at a regionalized system for all the Libraries in the region, we should wait to include our system purchase with the consortium to obtain a compatible system at a cheaper price. Bonnie would hate to see us purchase a system now that would not be compatible with the consortium down the road and then get a request for a new system. Laurel Goodgion was asked if the security system and self-checkout were not in place would she be able to open the Library. She advised she would be able to operate the Library without the security & checkout systems. Stuart Temple asked if the checkout counters are in the scope of the bond and we don't buy them what would happen. Bonnie Therrien advised the Town Council can change the scope of the work for the bond eliminating purchasing under the bond. Luke McEntire asked when we need the shelving delivered. Chairman Coombs advised after the painting is finished and the carpeting has been installed for a few days. Mike Turner advised there is a twelve week lead time once the shelving is ordered. Motion by Raymond Grasso seconded by Stuart Temple to recommend to Town Council they award the shelving bid to Tucker Library Interiors, in the amount of \$107,717.00, per the analysis of the Architect. **All members voted in favor.**

E. New Business

1. Solar Panels – Bonnie Therrien advised she talked to Chris Sheppard regarding the solar panels. They have not received the final report yet so we don't know

which building they would be recommending to Town Council. No matter what they recommend they will have to go to Design Review for consideration.

4. Next Scheduled Meeting:

A. The next regular scheduled meeting will be Monday July14, 2008 at 6:00 PM in Conference Room One.

2. Adjournment: Motion by Raymond Grasso seconded by Stuart Temple to adjourn. **All members voted in favor.** Meeting adjourned at 7:00 PM.

NOTE: Once the meeting was over Chairman Coombs took members interested on a tour of Town Hall.

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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