

**WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING  
COMMITTEE  
MINUTES – MONDAY September 8, 2008**

Chairman Coombs and called the meeting to order at 6:02 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 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		

Today is day 480 of the Project

**1. Public Comments:**

1. None

**2. Approval of Minutes:**

- A. Minutes of August 28, 2008 Meeting – Motion by Luke McEntire second by Raymond Grasso to approve the minutes. **All members voted in favor.**

**3. Items for Discussion:**

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

**A. Expenditures**

1. EnviroScience – Invoice 2429 - \$222.00 – Motion made by Raymond Grasso seconded by Stuart Temple to approve payment. **All members voted in favor.**
2. Hartford Safe & Lock – Invoice 9255 - \$170.00 – Chairman Coombs advised he didn't think this invoice is applicable to the bond. The vault door In the Assessors office was locked opened and no-one knew the combination. The current and past two Assessors didn't know the combination. We had to have the door unlocked so that the lock pin was raised so the carpet or tile could be installed under the door path. Chairman Coombs recommended this invoice be returned to the Finance Director and be processed thru the Town operating budget. Motion made by Stuart Temple seconded by Raymond Grasso to deny payment and send the invoice back to the Finance Director for processing thru the Town operating budget. **All members voted in favor.**
3. National Library Relocation – Invoice 14279 - \$1435.00 – Laurel Goodgion advised based on the Town Staff delayed move back to Town Hall she will probably need to keep the books in storage thru November. Motion made by Raymond Grasso seconded by Stuart Temple to approve payment. **All members voted in favor.**
4. Paine's Rubbish Removal - \$794.12 – Mike Turner advised when we ordered the dumpsters for the move back to Town Hall, Paine's realized they never billed us for dumpster we use when we moved over here. Motion made by Luke McEntire seconded by Stuart Temple to approve payment. **All members voted in favor.**

**B. Change Orders**

1. Library Board Room Change Order – Luke McEntire asked the status of this pending change order. We don't meet for two more weeks and doesn't want to hold up progress for the Library move back in. Chairman Coombs advised if we get the information needed from Kronenberger we can have the Architect issue a CCD to get the work going which can't be accomplished until after Town Hall moves back to their new location as the Town Clerk is using that area as their vault.
- C. Staff Information
1. None
- D. Old Business
1. Construction Status & TCO Inspection – Chairman Coombs advised fan coil units are in place and wired up. They still need to be balanced. Carpeting has been completed except in the Town Manager's complex. Ceiling tiles are installed. All windows, except the sliding window in the data processing room are in place on the Town Hall side. Most electrical work is done except for the additional outlets requested in the change order. The new outside door is not here yet. They need to finish up in the data processing area. Most painting is completed. Kronenberger asked for a TCO inspection. Brian O'Connor, his staff and the Fire Marshal started an inspection. All the fan coil units did not have their covers off for inspection. Some of the units they looked at were not complete. They stopped their inspection and will not come back until work is finished and ready for inspection, including having the covers off all the fan coil units so they can all be inspected. There is still metal work to complete on the outside of the building. Stone Sealer needs to be applied to the stone. The sealer they had couldn't be used as it was not approved for use in this state. Tim Tuell questioned who picked out the sealer for the stone. He was advised the contractor did.
- E. New Business
1. Move of Town Hall Staff to Main Building – Chairman Coombs advised there is work that needs to be completed before the move can take place. The contractor has to finish in the data processing area so the servers can be hooked up for the move back. There is a fan coil unit that has to be connected in the computer room as well as a window. At this weeks job meeting we will push for completion of the work. Mike Turner advised we are tentatively looking at an October 1<sup>st</sup> move. Luke McEntire asked if they can get the work accomplished for a move back October 1<sup>st</sup>. Chairman Coombs advised they should be able to. They need to put enough staff on the job. They have been cutting down on staff at the project. They will have a hard time asking for extra time added to the project schedule.
  2. Award of Moving Bid – Nationwide - \$15,779.00 (Using State Bid) – Mike Turner advised members of Amodio's closing there doors. Their site man was here last Tuesday going thru both buildings with Tony Martino coordinating the departments move back to the new building when he got a call from his office advising their management had decided to close their operations at the end of that day and our move would be cancelled. At that point their site man was out of a job. Tony Martino called two other movers on the state bid list, nationwide and Admiral to see their availability to take over our move. Both firms advised they could handle our move and sent staff out on Wednesday Sept 3<sup>rd</sup> to scope out the project. Within you packets you have a quote from Nationwide that is less then Amodio's original quote. After the agenda packets were released we received a faxed quote from Admiral (copies handed out to members at this time) which is lower than Nationwide's quote. Motion by Raymond Grasso seconded by Luke

McEntire to add Admiral's quote to the agenda. **All members voted in favor.** Motion by Raymond Grasso seconded by Luke McEntire to award the bid for moving to Admiral Moving & Storage, based on their availability, based on their quote dated September 5, 2008 in the amount of \$11,625.00. **All members voted in favor.**

3. Zavarella Woodworking – Counter for R & P - \$760.00 – Mike Turner advised all the Zavarella Woodworking items listed on this agenda will awarded to them directly and not go thru Kronenberger, eliminating an administrative override charge for the work. This work is not in Kronenberger's original scope of work. The counter in Recreation & Parks is to extend the current counter to compensate for the column that had to be installed to support the Town Clerk's Vault Wall. (**NOTE:** Mike Turner advised if we approved all the work for Zavarella they would give us a 10% discount on the price.) Motion by Raymond Grasso seconded by Stuart Temple to approve quote. **All members voted in favor.**
4. Zavarella Woodworking – Counter for Tax Assessor - \$8,500.00 – This counter will replace the counter that was in the Tax Assessor's area that was destroyed when it had to be moved over the Library. The old counter was Formica. Motion by Raymond Grasso seconded by Stuart Temple to approve quote. **All members voted in favor.**
5. Zavarella Woodworking – Counter for Tax Collector - \$6,124.00 – The counter the Tax Collector had couldn't be saved. The cabinets underneath were metal and started breaking apart when the move occurred. We are looking to put in shelving with a counter on top to support their computers required at their service window to support residents coming for service. Motion by Raymond Grasso seconded by Stuart Temple to approve quote. **All members voted in favor.**
6. Zavarella Woodworking – Counter for Data Processing - \$1,985.00 – A counter will be installed in Paul Dudley's area so they can layout computers they are preparing for distribution to departments. Motion by Raymond Grasso seconded by Stuart Temple to approve quote. **All members voted in favor.**
7. Zavarella Woodworking – Countertop for Town Clerk - \$2,203.00 – This is to provide for a new counter in the Town Clerk's area. It will go over their safe and files at the entranceway to the Clerk's Office. Motion by Raymond Grasso seconded by Stuart Temple to approve quote. **All members voted in favor.**
8. Zavarella Woodworking – Construction Town Hall Council Dias - \$25,787.00 – This item will be covered under the CIP Budget and not the bond. The charge is higher then budgeted for. We are still awaiting a quote from Kronenberger on the work we are looking for them to perform in the Town Council upgrade. It was agreed to ask Zavarella to revise the scope of work and price. Motion by Raymond Grasso seconded by Stuart Temple to table this item. **All members voted in favor.**

Prior to adjournment Chairman Coombs asked for a motion to add to the agenda the election of a Committee Clerk. Stuart Temple has been serving as Clerk Pro Tem until a clerk was named. Chairman Coombs didn't want to elect a permanent clerk until we have a full slate of members. Motion made by Luke McEntire seconded by Raymond Grasso to add Committee Clerk to the agenda. **All members voted in favor.** Chairman Coombs advised that Stuart has done a great job as clerk and should be elected Clerk. Motion made by Carmen Pace seconded by Tim Tuell to elect Stuart Temple as Clerk of the Committee. No other nominations were made. **All members voted in favor.**

Council Chambers – Tim Tuell questioned status of Council Chambers –Chairman Coombs advised that he and Mike Turner met with Ed Flynn and Peter Wells to go over the

requirements for the Council Chambers. Ed Flynn advised his drawing meet all the electrical and data needs for the Chamber. His requirements will be able to take care of the needs for the projector, audio visual and emergency operation needs for the room. This Committee's involvement will be installation of the room only. Technology and communication needs will be town staff responsibility.

**4. Next Scheduled Meeting:**

- A.** The next regular scheduled meeting will be Monday September 22, 2008 at 6:00 PM in Conference Room One.

Prior to adjourning the meeting Chairman Coombs asked Librarian Laurel Goodgion if she had any questions. She didn't have any questions. Once the meeting was over Chairman Coombs offered to take members on a tour of the Town Hall.

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