

WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE

MINUTES – MONDAY October 14, 2008

Chairman Coombs and called the meeting to order at 6:06 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		
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		
Polly Moon, Chair Library Board	X		

Today is day 517 of the Project

1. Public Comments:

1. None

2. Approval of Minutes:

- A. Minutes of September 22, 2008 Meeting – Motion by Stuart Temple second by Carmen Pace to approve the minutes. **All but one member voted in favor (Richard LePore abstained).**

3. Items for Discussion:

I. Town Hall / Library Renovations – Phase 2

A. Expenditures

1. AT&T – Invoice 363-015067 - \$50,214.93 – Motion made by Stuart Temple seconded by Luke McEntire to approve payment. **All members voted in favor.**
2. Amano – Invoice 121532 - \$333.50 – Stuart Temple questioned what this invoice was for. Mike Turner advised this was to activate the fire alarm interface. When Nutmeg was here they ended the feed to the first and second floor of Town Hall. Kronenberger installed the fire sprinklers for the 1st and 2nd floor. This invoice was to activate the system to the alarm. Motion made by Stuart Temple seconded by Carmen Pace to approve payment. **All members voted in favor.**
3. Kronenberger & Sons – App No 15 - \$48,687.50 – Motion made by Stuart Temple seconded by Luke McEntire to approve payment. **All members voted in favor.**
4. National Library Relocations – Invoice 15305 – \$1,435.00 - Motion made by Stuart Temple seconded by Carmen Pace to approve payment. **All members voted in favor.**
5. Paine’s – Invoice 2444883 - \$122.42 – Motion made by Carmen Pace seconded by Luke McEntire to approve payment. **All members voted in favor.**

B. Change Orders

1. Central CT Acoustics – CO 1 - \$2,125.82 – Mike Turner advised we are only paying time and material on this. Motion made by Luke McEntire seconded by Carmen Pace to approve change order. **All members voted in favor.**
NOTE: Polly Moon arrived at 6:12 PM
2. Central CT Acoustics – CO 2 - \$965.00 – Motion made by Stuart Temple seconded by Carmen Pace to approve change order. **All members voted in favor.**

3. Kronenberger & Sons – CO 44 - Council Chamber Renovations - \$ 168,174.37 – Mike Turner advised this is the quote to do the Council Chambers. Kronenberger did it as a change order to the contract even though it would be paid thru different funds. Mike advised to do the Council Chambers will require the work Kronenberger has to do; the Dias by Zavarella; Chairs for the Audience and Councilors; Cabling hookups for data, phone and video; carpeting. The total budget for this project will be around \$256,000 and there is a budget of \$150,000. This will have to go to Council and they will have to decide where the balance of the funds (\$106,000) will come from. They can take it from contingency or they could eliminate the self check out and security system. Only Council can eliminate or add to the bond. Stuart Temple asked about terms and conditions. Will they be required to finish Town Hall and the Library before they start on the Council Chambers. Chairman Coombs advised yes. This will be put in the Change Order Directive given them by the Architect once it's approved by Council. Motion made by Stuart Temple seconded by Carmen Pace to receive this as information. **All members voted in favor.** Chairman Coombs advised he and Peter Wells will be at the next Council Meeting to bring this information and budget requirements to them for consideration and action.

C. Staff Information

1. Job Meeting Minutes – Sept 30, 2008 – Motion by Stuart Temple seconded by Tim Tuell to receive this as information. **All members voted in favor.**
2. Peter Wells October 8th Letter Regarding Substantial Completion - Motion by Stuart Temple seconded by Carmen Pace to receive this as information. **All members voted in favor.**

D. Old Business

1. Construction Status & TCO Inspection – Chairman Coombs advised Brian O'Connor is putting together the TCO for the Building. It only address items needed inside the building. He is not considering what needs to be done on the outside of the building or at the Library. Tim Tuell asked if we could get members a copy of the punch list on items that needed to be corrected. Chairman Coombs will get a copy of what was due as the date of the move. Chairman Coombs reminded the members a punch list does not include incomplete work, but work done that does not meet the quality standards required. Chairman Coombs went over items that were on the punch list. Some of the items have already be corrected. Work to be accomplished on the Library side includes painting and carpeting. The painter has started working their already. The Library Board Room needs to be finished. The temporary vault has been dismantled. The staircase to the mezzanine floor needs to be finished. Temperature controls still need to be accomplished. With work progressing in the Library it is off limits for staff to walk thru as it is now a construction site. Council Chamber work will not start until the rest of the work is completed. There are still a couple of fan coil units that need to be installed. An area is being set up in the boiler room with a desk for the technician to set up the computer to control the system to keep it balanced. The roof ladders still need to be installed and there is grading work to finish outside. They still need to enclose the outside condensation pipes outside the building. Carmen Pace asked if the generator exhaust pipe will be painted. Chairman Coombs advised it is not in their scope of the work. We will look to have Physical Services staff do this thru operating finds. The conex box and storage box have been removed from site and the fenced in area moved back. Question asked how long before the contractor finished in the Library. Mike

Turner advised they said three week but he figures 45 days based on the number of staff on site to accomplish the work.

2. Move of Town Hall Staff to Main Building – Chairman Coombs advised Town Hall moved back was reasonably successful and occurred as scheduled without many complications. There was staff that wanted furniture placed differently then was originally agreed to on the plan. There is extra furniture left behind that departments didn't want. The Manager has arranged with Council whatever furniture is left over will be sold to a used furniture vendor. Departments will be given an opportunity to get items for their area before it is shown to the vendor. It will not be made available for individuals,, including staff, to purchase. It was felt we could get more for the used furniture thru a vendor versus putting it in for scrap metal.
3. Zavarella Woodworking – Construction Town Hall Council Dias - \$25,787.00 – This item remains tabled.

E. New Business

1. None

4. **Next Scheduled Meeting:**

- A. The next regular scheduled meeting will be Monday October 27, 2008 at 6:00 PM in Conference Room One.

Prior to adjourning the meeting Chairman Coombs asked Library Board Director Moon and Librarian Laurel Goodgion if they had any questions. No questions.

5. **Adjournment:** Motion made by Luke McEntire seconded by Richard LePore to adjourn. **All members voted in favor.** Meeting adjourned at 6:52 PM.

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

Stuart Temple, Clerk