

WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE

MINUTES – MONDAY October 27, 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		
Liaison Present			
Paul Montinieri, Council Liaison	X		
Tony Martino, Staff Liaison	X		
Mike Turner, Staff Liaison	X		
Staff & Guests Present			
Polly Moon, Chair Library Board	X		
Paul Courchaine, Library Board	X		
Laurel Goodgion, Library Director	X		

Today is day 530 of the Project

1. Public Comments:

1. None

2. Approval of Minutes:

- A. Minutes of October 14, 2008 Meeting – Motion by Carmen Pace second by Stuart Temple to approve the minutes. **All but one member voted in favor (Raymond Grasso abstained).**

3. Items for Discussion:

I. Town Hall / Library Renovations – Phase 2

A. Expenditures

1. Admiral Moving & Storage – Invoice 10608 - \$19,849.00 – Chairman Coombs advised members that there is a \$1,350.00 invoice for unauthorized work that the Town Clerk wanted performed in her vault that she will be paying for under her operating budget. A copy was attached for information only. It is not included in the \$19,849.00 we will pay out of the bond. Motion made by Tim Tuell seconded by Raymond Grasso to approve payment. **All members voted in favor.**
2. Kronenberger & Sons – App No 16 - \$11,423.75 – Motion made by Stuart Temple seconded by Carmen Pace to approve payment. **All members voted in favor.**
3. Zavarella Woodworking – Invoice 2624 – \$17,621.00 – Question by Tim Tuell if this invoice covered the entire cost in the purchase orders. Tony Martino advised this is the cost after the 10% discount he gave for being given the entire project. The purchase orders were made out for the full amount approved by Committee. With payment of this invoice the purchase orders will be closed out and excess funds returned to the budget. Motion made by Tim Tuell seconded by Carmen Pace to approve payment. **All members voted in favor.**

B. Change Orders

1. PCO 18 – Install Light Fixtures Board Room – \$3,177.91 – Chairman Coombs advised this is where the temporary vault was. Members who couldn't get here during the day were unable to see the area. Tim Tuell asked if the sprinkler pipes are still covering the lights. He was advised yes but they won't interfere with removing the old light fixtures. After the meeting Chairman Coombs will take members interested over to the Library to see the area involved. Tim Tuell then questioned the number of hours requested for the electrician to do their work. Mike Turner advised the hours are reasonable. They have to take out the existing

lights install new wiring and lights. The new lights will be installed in a drop ceiling that will be lower than the sprinkler pipes. The electrician should be able to remove the existing lights with sprinklers in place. Motion made by Stuart Temple seconded by Carmen Pace to approve change order. **All members voted in favor.**

2. PCO 23 – Elevator Shaft Repair – \$549.65 – Chairman Coombs advised this is an old one we picked up on as the contractor never followed up on. The work was accomplished over a year ago. When the Library elevator was installed the code at that time required the elevator pent house to have louvers around all four sides. Current code requires fire sprinklers in the shaft eliminating the need for the louvers. The louvers were closed up with sheet rock. By closing up the louvers we also eliminated the cold air in the shaft which seeped out into the Library causing a draft. Motion made by Stuart Temple seconded by Carmen Pace to approve change order. **All members voted in favor.**

C. Staff Information

1. Job Meeting Minutes – October 8 & 15, 2008 – Motion by Stuart Temple seconded by Carmen Pace to receive this as information. **All members voted in favor.**
2. Mike Turner October 15th Memo – Proposed CO for Council Chambers and Revised Budget – Motion by Stuart Temple seconded by Carmen Pace to receive this as information. **All but one member voted in favor (Raymond Grasso voted no).** Raymond Grasso voted no and said that he would like the opportunity to explain the reason why. He said that he saw no reason to acknowledge receipt of this document when the item it addresses has already been pushed through the Town Council. It was added as an addendum to the agenda for Council's last meeting on the day of the meeting, thereby denying the opportunity for interested citizens to be aware of its inclusion and to speak out on the issue. Tim Tuell then said to Ray that the issue was discussed at the last Building Committee meeting, to which Ray replied, "And I wasn't here so shame on me. But the item wasn't on the agenda for that meeting which has been the committee's modus operandi for dealing with the topic of self-checking and security for the Library."
3. Updated Job Schedule Dated October 14, 2008. Tim Tuell questioned receipt of this information. It states the Job was finished on October 14th. Printing it was a waste of paper. Mike Turner advised that the report was prepared on October 14th and the finish date is October 30th. Once Tim saw this he said "Never Mind". Motion was made by Carmen Pace seconded by Stuart Temple to receive this as information. **All members voted in favor.**

D. Old Business

1. Construction Status – Chairman Coombs advised the contractor is continuing with work on the library side. They are painting window sills. Window blinds have been installed. Carpeting is 96% complete. They have to finish the edging. Expansion joint still needs work. Carpeting still needs to be installed at the north entrance to Town Hall. The sheet metal work is completed on the roof. The canopy is complete. We are waiting for the electrician to finish some work. The service change over has been completed on the generator. The counter work is just about done. The heating system is almost balanced. They are currently installing the fan coil units in the Town Hall stairwells. The system is currently being operated by the control panel. The computer to operate the heating system will soon be installed in the boiler room. The heating system still needs some balancing. Carmen Pace asked when the generator exhaust pipe will be painted.

Mike Turner advised this will be accomplished by Town Staff next spring. It is not part of the contractor's scope of work. The contractor has been told to finish the Town Hall and Library work before beginning work in the Council Chambers. The new Library shelving will be delivered on Monday November 3rd and installation will start immediately. Most of the shelving will be installed on the mezzanine floor. The Town Clerk and Registrars Offices have asked to use the front area of the Library where the Town Clerk had been located on Election Day. If we don't hear from the used furniture vendor by tomorrow morning we will start throwing the old furniture in the dumpsters.

2. Zavarella Woodworking – Construction Town Council Dias – \$23,725.00 – Chairman Coombs advised that the cost has come down. Changing the method of construction and finishes has reduced the price of this item. This was already given to Council for action. Motion made by Stuart Temple seconded by Carmen Pace to receive this as information. **All members voted in favor.**
3. Zavarella Woodworking – Laminate Window Sills & Cash Drawer – \$2,300.00 – The windows involved are the high windows on the north and west walls at the entrance to the Library. The sills are in bad shape and new sills will be put on to match the woodwork in the room. The cash drawer is in the Tax Collectors office. Motion made by Stuart Temple seconded by Carmen Pace to approve change order. **All members voted in favor.**
4. Zavarella Woodworking – Map Cabinet Top - \$650.00 – Chairman Coombs advised this is in the GIS area to put a top over a map cabinet. Motion made by Stuart Temple seconded by Carmen Pace to approve change order. **All members voted in favor.**

E. New Business

1. Letter Peter Wells Certification Vault Compliance – Chairman Coombs advised this letter will be sent to the State Librarian. Motion made by Stuart Temple seconded by Carmen Pace to receive this as information. **All members voted in favor.**

4. **Next Scheduled Meeting:**

- A. The next regular scheduled meeting will be Monday November 10, 2008 at 6:00 PM in Conference Room One.

Prior to adjourning the meeting Chairman Coombs asked for questions. Tim Tuell asked to go back to item C2. Under the budget on line 29 he wanted to know what made up the \$100,224.92 in Library FFE. He was advised it included the library shelving and book storage fees as well as other furniture purchased to date for the Library. Tim then asked what the other \$32,000 left in the budget was for. Mike Turner did not have his notes but told Tim he would get back to him. Tim then asked where the money was to purchase the furniture for the Town Hall Meeting Room. He was advised it was in line 106. Tim Tuell asked how many chairs are being purchased for the Council Chambers. He was advised 128. The \$16,000 line item in the budget covers those chairs. Laurel Goodgion questioned the meeting room as being a Town Hall Meeting Room. She was advised it was always that way on the plans. She advised she still needed to purchase folding tables, chairs and chair racks for the meeting room. The chairs she originally wanted from BKM have now been discontinued. She is out looking for new chairs from BKM. She was advise we will probably look to purchase the same chairs for the Council Chambers and Meeting Room so the could be used in either place. Laurel advised she needed lightweight chairs with sled base so her staff could lift them. She was advised to go to Engineering to look at the chair being considered. She has already seen that chair on a visit to Engineering. Laurel also advised we need to purchase a new stove for her staff lounge as the current stove is not ADA compliant. Also the panel is missing for the dishwasher and it won't operate correctly without the panel. She was advised there was a panel when it arrived. She's

also looking for appliances for the old kitchen on the ground floor. Paul Courchaine asked now that the funding for the shelving and security system have been transferred to the Council Chambers what about the other items on their list of needs. He was advised these items were removed earlier in the budget process. The budget attached is dated October 14th. Items had been adjusted since then. He would like to see an updated accounting. Mike Turner will provide an accounting at the next meeting. Polly Moon advised she had no questions beyond those mentioned by Paul Courchaine. Paul Montinieri had no questions. Tim Tuell then asked about receiving a copy of the punch list promised at the last meeting. Mike Turner advised he forgot to bring it down. HE will bring it to the next meeting. He was advised there are three punch lists. (1) Prepared by the Chief Building Inspector to meet code issues; (2) Prepared by the Architect to include contract and code issues and (3) Prepared by Mike Turner and Chairman Coombs based on their observations.

5. **Adjournment:** Motion made by Stuart Temple seconded by Raymond Grasso to adjourn. **All members voted in favor.** Meeting adjourned at 6:52 PM. After the meeting Chairman Coombs took members interest first to Engineering to see the sample Council chairs and then to the Library to see the Library Board Room.

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

Stuart Temple, Clerk

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