

Present

WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE MINUTES - MONDAY March 12, 2007

Chairman Coombs called the Meeting to order at 6:00 P.M. in Conference Room One.

		Present	Absent	Excused
Committee Member Name	Joseph Coombs, Chairman	X		
	Tim Tuell, Vice Chairman	X		
	Paul Camarco, Clerk	X		
	Raymond Grasso	X		
	Luke McEntire	X		
	Carmen Pace	X		
	Stuart Temple		X	
Liaison Present	Paul Montinieri, Council Liaison	X		
	Tony Martino, Staff Liaison	X		
	Mike Turner, Staff Liaison	X		
Staff & Guests Present	Laurel Goodgion, Library Director	X		
	Greg Cutin, Chair Library Board	X		

Today is day 886 of the project.

1. Public Comments:

A. None

2. Approval of Minutes:

A. [Minutes of February 26, 2007 Meeting](#) - Discussion to amend minutes removing in 3IIIE1 the two sentences on Lines 8 thru 11. Motion by Raymond Grasso seconded by Luke McEntire to approve the minutes as amended. **All but one member voted in favor (Paul Camarco abstained).**

3. Projects for Discussion:

I. Town Wide Radio System

A. Staff Information

1. Mike Turner advised there was nothing new to report.

II. Town Hall & Library Renovations - Phase 1:

A. Expenditures

1. Community Resources - Invoice 23 - \$300.00 - Raymond Grasso advised the vendor should be notified not to show "Balance to Bill" on future invoices as he is not due that amount. Motion by Paul Camarco seconded by Raymond Grasso to approve this payment. **All members voted in favor.**

B. Change Orders

1. PCO 207 - Floor Patching Main Level Library - \$3,071.25 - Chairman Coombs advised this has been revisited by him, Mike Turner and the Architect. The vendor had to apply three layers to patch the floor instead of one. They asked for corrected paperwork showing multiple layers were required to do the work. Motion by Paul Camarco seconded by Raymond Grasso to table this change order pending information from the contractor in writing stating what he

did. **All members voted in favor.**

C. Staff Information

1. Budget Report Dated March 7, 2007 - Motion made Paul Camarco seconded by Raymond Grasso to accept this report as information. **All members voted in favor.**
2. Change Order Log Dated March 7, 2007 - Motion made by Paul Camarco seconded by Raymond Grasso to accept this report as information. **All members voted in favor.**
3. Nutmeg Letter Dated March 5, 2007 - Chairman Coombs advised he has a meeting tomorrow with Mike Turner, Peter Wells, Ed Flynn and Nutmeg to go over the status of this list. Motion was made by Paul Camarco seconded by Raymond Grasso to turn this over to the Chairman and Town Engineer to discuss further action. They are to take action on any inaccurate items on the list to get them refuted or resolved. All members voted in favor

D. Old Business:

1. Construction Status - Chairman Coombs advised the contractor still has the punch list to finish as developed by the Architect with input from Chairman Coombs, Mike Turner and Ed Flynn. The Chief Building Official provided his own list which might not coincide with the Architect's list. The Building Officials list is based on statutory requirements while the Architects list is based on the contract document. Chairman Coombs then handed out a copy of Mike Turner's March 1, 2007 memo to the Mayor entitled "Project Status Report - Town Hall & Library Renovation" The memo listed what was done and the balance of the budget. Mike also presented the Council with a slide presentation showing before and after shots so the Councilors could see what was accomplished. Councilor Montinieri advised Mike's presentation was great, slides gave a good overview. Tim Tuell advised regarding the items on the list most things were done acceptably, except the canopy. His complaint is the amount of time to get the work done or the number of times they had to do the work over to get it right.

E. New Business:

1. Close Out Purchase Orders - Mike Turner advised Tony Martino's memo was self explanatory. We are finished with these vendors under Phase One and need to close out the purchase orders and transfer the balance in the purchase orders back to contingency. Motion by Paul Camarco seconded by Tim Tuell to close out the purchase orders listed in Tony Martino's March 7, 2007 Letter. **All members voted in favor.**

III. Town Hall / Library Renovations - Phase 2

A. Expenditures

1. National Library Relocations - Invoice 13811 - \$1,435.00 - Paul Camarco asked we look at the purchase order to see how many months worth of storage we planned on. Motion made by Luke McEntire seconded by Raymond Grasso to approve this payment. **All members voted in favor.**
2. FedEx - Invoice 8-683-63602 - \$96.96 - Motion by Paul Camarco seconded by Raymond Grasso to approve this payment. **All members voted in favor.**

B. Change Orders

1. None

C. Staff Information

1. None

D. Old Business

1. Construction Status - Chairman Coombs advised nothing to report on Phase II work at this time. Mike Turner advised Ed Flynn issued a punch list on the boilers to Barry Associates. It had minor thing like labeling pipes on it. The Vendor has started working on the punch list. Tim Tuell questioned the status of the fan coil issue. Mike Turner advised all but one fan coil unit has been fixed. It took them less than half a day to finish the ones they repaired. This is Nutmeg's issue and will not be billed to us.

E. New Business

1. Friar - DP Room Layout - \$4,250.00 - Mike Turner advised Friar is one of the Town's current On-Call Engineering Firms. The project manager who did the initial work for us at CCCI is now with Friar so we thought it was best to have the same project manager do this layout since he was already familiar with the project. The DP Room will be the most difficult part of

Phase II. The area is crowded and cramped with equipment. There is Hazmat Material to be removed and will probably have to be done in off hours as we cannot shut down their operation. Peter Wells revised the plan from the initial CCCI design to put the employees on the outside wall with access to the windows instead of the inside wall with no view of the outside or sunlight. Motion by Paul Camarco seconded by Raymond Grasso to approve this proposal. **All members voted in favor.**

4. Next Scheduled Meeting:

- A. The next regular scheduled meeting will be Monday March 26, 2007 at 5:30PM in Room F-3 of the Community Center. Interviews will be conducted that night. Carmen Pace had a question on the Contractor Packets. Only the ACMAT Packet had a "Construction Pre-Qualification Application" Was there one for the other vendors. Mike Turner will check the full packets. If there isn't one he will request it. If there is one he will mail it out to Committee Members prior to the interview. Tim Tuell advised Kronenberger & Sons Restoration Inc. has done work for the Town or Historic Society in the past (i.e. Keeney Center Roof, Dunham House). Motion made by Tim Tuell seconded by Raymond Grasso to have the Town Engineer review with the staff that oversaw these projects with Kronenberger and provide the Committee with a report of his findings. This information should be included in the Agenda Packets for the March 26, 2007 meeting. **All members voted in favor.**

Prior to requesting a motion to adjourn Chairman Coombs asked Town Council Liaison Paul Montinieri, Library Chairperson Greg Curtin and Library Director Laurel Goodgion if they had any questions or comments. The only question was from Laurel Goodgion. She asked if the appliance order approved last meeting included the second refrigerator and stove for the lower floor. She was advised it was only for appliances in the staff area. Tim Tuell questioned the need for a kitchen for the Public. Laurel advised most Towns now provide one so refreshments can be served with programs. Chairman Coombs advised he will revisit the need for appliances on the ground floor with Peter Wells.

- 5. Adjournment:** Motion by Paul Camarco seconded by Raymond Grasso to adjourn. **All members voted in favor.** Meeting adjourned at 6:53 PM.

Paul T. Camarco, Clerk