

WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE MINUTES - MONDAY July 23, 2007

Chairman Coombs called the Meeting to order at 6:02 P.M. in Conference Room One.

Present

		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	Bonnie Therrien, Town Manager	X		
	Laurel Goodgion, Library Director	X		
	Greg Curtin, Chairman Liibrary Board	X		
	Polly Moon, Vice Chair Library Board	X		
	Paul Courchaine, Library Board	X		
	Jim Grise, WACFPWD Member	X		

Today is day 64 of the Project

Prior to the start of discussions Town Manager Bonnie Therrien introduced Jim Grise from the Wethersfield Advisory Committee For People With Disabilities. Jim will be their liaison to this Committee.

1. Public Comments:

A. None

2. Approval of Minutes:

A. [Minutes of July 9, 2007 Meeting](#) - Stuart Temple advised that on the last page of the minutes the last sentence under Item D2 should read "Parking" not "Packing". Motion by Stuart Temple seconded by Raymond Grasso to approve the minutes as amended. **All but one member voted in favor (Paul Camarco abstained).**

3. Projects for Discussion:

I. Town Hall / Library Renovations - Phase 2

A. Expenditures

1. A. J. Madison - Invoice 585241- \$4,110.00 - Tony Martino advised prior to going on vacation he called the person at Madison and asked her to e-mail or fax him the confirmation of the

5% discount on the next order. Tony did not receive any fax and finished checking his e-mail prior to this meeting and has not gotten the written confirmation from them. He will call them again. Motion made by Raymond Grasso seconded by Paul Camarco to table this item. **All members voted in favor.**

B. Change Orders

1. None

C. Staff Information

1. Memo Re: Swing Space conceptual plans dated 7-18-07. Tim Tuell advised he thought the conceptual plan should have had more detailed. He handed Bonnie Therrien a list of items that should have been included, data, phone & electrical hookup, employee desk location, whose moving what etc. Chairman Coombs advised this is a conceptual to show where departments are going. Square footage need requirements were taken into consideration. Once this conceptual plan is approved by the members then Mike Turner will sit down with the Department Heads to determine where desks will be located. We will look to not put up temporary walls but use file cabinets to divide departments. Tomorrow we should get the final timeline from the contractor. Once that is received we will back into the move to the Library. Tim Tuell advised he didn't understand Mike Turner's comments on Greg Curtin's May 14, 2007 Letter. Bonnie Therrien advised Mike will be at the next meeting and will answer any questions about his comments. Raymond Grasso advised he didn't think the Committee needed to know all the details. Ray felt the Committee didn't need to micromanage this process. The only thing the Committee wants to know that the time schedule is adhered to. There is no need to give the Committee a presentation on the swing space floor layout. Tim Tuell made a motion seconded by Paul Camarco to turn over to the Town Manager the responsibility to handle the swing space move logistics and where everyone goes. **All members voted in favor.** Bonnie Therrien advised she will keep members apprised of the progress. Motion by Paul Camarco seconded by Stuart Temple to accept this as information. **All members voted in favor.** Tim Tuell asked Greg Curtin if he received all the answers to his questions. Prior to this meeting there was a meeting with the Mayor, Town Manager, Chairman Coombs and Greg Curtin. At that meeting Greg advised he had all his questions answered except for some budget figures that he will be provided later. Greg advised Laurel had developed some additional changes for the schematic. Laurel did not have them with her but would get a copy to Tony Martino to include in the next packet. Tim Tuell advised if the Committee was not going to oversee the swing space activity the Committee didn't need the information but it should be forwarded to Bonnie for consideration.
2. Budget Sheet Dated 7-13-07. Motion by Paul Camarco seconded by Stuart Temple to accept this as information. **All members voted in favor.**
3. Job Meeting Minutes dated 6-27 and 7-9-07. Motion by Paul Camarco seconded by Raymond Grasso to accept this as information. **All members voted in favor.**
4. E-Mail from Library Chairman Curtin re: HB 7290. Motion by Stuart Temple seconded by Paul Camarco to accept this as information. **All members voted in favor.**

D. Old Business

1. Construction Status - Chairman Coombs advised he was told today that he would see a full plan schedule tomorrow. Most of the roofing material was delivered today. The contract expects to start removing roofing material tomorrow. The high roof area in the main Library will require some structural modifications around the skylights. The current plan will not work. Some of the diagonal bracings are now scheduled to go thru the skylights. They are being modified by the Structural Engineer. Drain piping is being accomplished. Abatement continues on the drains and in the fan room. They are preparing to cut a hole in the wall to make a door onto the roof eliminating the need to get on the roof thru a window. The Data and Phone lines were switched over last week. The lines are now in their new location. Some demo work has been done. Hazmat work can now be done in there. Basement demo has been accomplished in the sally port to move the Registrar's voting machines in there. We are looking at reducing the size of the heaters in this area to save funds.

E. New Business

1. Library Union Request dated 7-12-07 and Memo Staff Response dated 7-17-07. Chairman Coombs advised Mike Turner's response to the Union should have answered all their questions. Motion by Paul Camarco seconded by Stuart Temple to receive this as information. **All members voted in favor.**
2. Mike Turner Letter to Kronenberger & Sons dated July 18, 2007. Motion by Paul Camarco seconded by Stuart Temple to receive this as information. **All members voted in favor.**

4. **Executive Session:**

Chairman Coombs advised there was no reason to go into executive session tonight.

5. **Next Scheduled Meeting:**

- A. The next regular scheduled meeting will be Monday August 13, 2007 at 6:00PM in Conference Room One.

Prior to requesting a motion to adjourn Chairman Coombs asked Paul Montinieri; Greg Curtin; Polly Moon and Laurel Goodgion if they had any questions or comment. No comments.

6. **Adjournment:** Motion by Raymond Grasso seconded by Stuart Temple to adjourn. **All members voted in favor.** Meeting adjourned at 6:30 PM.

Paul T. Camarco, Clerk