

**WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING
COMMITTEE
AMENDED MINUTES – MONDAY September 10, 2007**

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

Present

Committee Member Name	Present	Absent	Excused
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		
Peter Wells, Architect	X		
Laurel Goodgion, Library Director	X		
Paul Courchaine, Library Board	X		

Today is day 114 of the Project

1. Public Comments:

1. None

2. Approval of Minutes:

- A. Minutes of August 27, 2007 Meeting – Motion by Paul Camarco seconded by Stuart Temple to approve the minutes. **All but one member voted in favor (Raymond Grasso abstained).**

3. Projects for Discussion:

I. Town Hall / Library Renovations – Phase 2

A. Expenditures

1. National Library Relocations Inc – Invoice 13975 - \$1,435.00 – Motion made by Paul Camarco seconded by Raymond Grasso to approve this payment. **All members voted in favor.**
2. Hartford Sprinkler – App. No. 6 - \$7,234.53 – Tony Martino advised that Peter Wells will be signing the Application after the meeting. Motion made by Paul Camarco seconded by Stuart Temple to approve this payment. **All members voted in favor.**
3. Hartford Sprinkler – App. No. 7 - \$5,134.27 – Tony Martino advised that Peter Wells will be signing the Application after the meeting. Motion made by Paul Camarco seconded by Stuart Temple to approve this payment. **All members voted in favor.**

B. Change Orders

1. Chairman Coombs advised that the job meeting occurred today. He asked members to refer to Item 3IB4 “Town Hall Change Order Log” as reference. For tonight Chairman Coombs would like to get PCO 1 “Duct Insulation” approved in the amount of \$8,660.29 but reject the 14 day request for extension of time. Chairman Coombs went over the fact the work can be done without effecting other work as it is being performed before other work required in that area. PCO 2 “Replace Fiberglass Duct” – request this be rejected. The Engineer feels this

cost is too high. Chairman Coombs also requests PCO's 1, 6 & 10 – “Duct Insulation”; Duct Cleaning” and Replace 15 Duct Connectors” respectively also be approved. Tim Tuell asked why the backup information wasn't forwarded members in advance of the meeting. Chairman Coombs advised that the PCO's were finalized at today's job meeting and Tony Martino was receiving backup information up to ten minutes before the meeting. Tony advised he wasn't going to make copies until he was sure all the information was received and reviewed with Chairman Coombs. Chairman Coombs advised that PCO 5 & 9 are already done. Raymond Grasso advised we shouldn't be approving change orders after the work is done. We don't want to start a precedence or do what we did under Phase 1. Peter Wells advised we needed the proper paperwork and drawings before bringing the change order forward. We also need additional paperwork on PCO 5 & 9 before bringing them forward. Paul Camarco advised he would be voting nay on PCO's because proper procedure wasn't followed as the paperwork was brought forward at the meeting rather than giving the paperwork to review prior to the meeting. He was concerned that approving items without prior consideration and paperwork would be setting a precedence where the contractor could submit the night of a meeting and get approved. There was a motion by Luke McEntire seconded by Carmen Pace to accept PCO 1 in the amount of \$8,660.29 but reject the request for a 14 day extension of time. **All but one member voted in favor. Paul Camarco voted nay.** Motion by Stuart Temple seconded by Carmen Pace to approve PCO 6 in the amount of \$8,415.00. **All but one member voted in favor. Paul Camarco voted nay.** Motion by Luke McEntire seconded by Carmen Pace to approve PCO 10 in the amount of \$3,861.34. **All but one member voted in favor. Paul Camarco voted nay.** Chairman Coombs advised that there is one more PCO coming forward that he is asking the Committee's vote to move forward on. There is a PCO in the works to hire a crane 4 hours, total cost not to exceed \$1,100.00, to remove the antenna on the top of Town Hall. The contractor is looking to get the antenna off the roof this week. If you don't give Chairman Coombs the permission to negotiate this, a special meeting would have to be called to approve the PCO. Motion by Tim Tuell seconded by Luke McEntire to give the Chairman the latitude to authorized up to \$1,100.00 for the crane rental. **All members voted in favor.** The antenna is being donated to the Newington Ham Radio Relay League. Discussions followed as to why the Radio Relay League wasn't paying this cost. Chairman Coombs advised this is a volunteer group with limited resources. Suggestion made that the Town Manager ask the League if they would make a stipend against the cost. Bonnie will contact them. Discussion then followed that we ask the Town Council to reimburse the bond for this expense. Motion by Paul Camarco seconded by Raymond Grasso to request the Town Council reimburse the Bond for the cost of the crane rental. **Vote was 3 affirmative and 4 negative. Motion failed. (Vote - Coombs [Nay]; Camarco [Yes]; Grasso [Yes]; McEntire [Nay]; Pace [Nay]; Temple [Yes] and Tuell [Nay]).**

C. Staff Information

1. Chairman Coombs August 28, 2007 Memo To Mayor Adil – Motion by Paul Camarco seconded by Like McEntire to accept this as information. **All members voted in favor.**

2. Job Meeting Minutes dated August 29, 2007. Motion by Paul Camarco seconded by Stuart Temple to accept this as information. **All members voted in favor.**
3. Time Line Chart Dated August 29, 2007 – Peter Wells advised he concurs with this schedule. Motion by Paul Camarco seconded by Stuart Temple to accept this as information. **All members voted in favor.**
4. Town Hall Change Order Log Dated August 29, 2007 – Motion by Paul Camarco seconded by Stuart Temple to accept this as information. **All members voted in favor.**

D. Old Business

1. Construction Status –

- a. Sally Port – Chairman Coombs advised work is continuing in the sally port. The wrong size heater was received. A replacement was ordered and came in today. The plumbers are the most active trade on the site right now. Chairman Coombs was asked if the sally port work will be completed before the elections equipment comes in. The Chairman advised the inside may be completed but there might still be work on the outside of the room to be finished.
- b. Roof – Chairman Coombs advised we have most of the high drains in place, but all are not connected to outside of the building. We are short two drains. They tested the drains last Friday and they failed the test. One pipe had a pin-hole leak. There is piping that needs to be replaced. All high drains after re-inspection should function. Scupper work can be done. Metal flashing needs to be fixed. Peter Wells advised the skylight area has been cover to protect the area from the weather until the new skylights are received.
- c. Misc. – Sprinkler work still underway. There is a drag on the stairway to the mezzanine floor. The Contractor wanted to use sakrete. After discussions with the structural engineer and the architect the contractor was told to use certified ready-mix.

E. New Business

1. Questions – Stuart Temple had a question on contingency. Bonnie advised Stuart how contingency works. Bonnie advised members she had the draft of the new reporting form but it's not user friendly at this time. It will be revised and should be ready for the next meeting. Paul Courchaine advised he is looking forward to seeing the budget report. Paul then asked chairman Coombs why the moving storage charges are being charged against the Library Furniture Account. Chairman Coombs advised storage cots apply to FF&E Budgets. Paul asked if the storage can be paid thru contingency. He was advised that contingency must be used for construction needs first. Laurel Goodgion questioned the Fiberglass Duct not being replaced. She advised this was a source of leaking and condensation in the past. She was assured once the system is complete and balanced and all pipes are insulated condensation will stop.

NOTE: Paul Courchaine and Laurel Goodgion left at 6:55 PM.

4. **Executive Session:**

Motion made by Paul Camarco seconded by Raymond Grasso to go into executive session at 6:55 PM. **All members voted in favor.** Present during executive session were Chairman Coombs; Paul Camarco; Raymond Grasso; Luke McEntire; Carmen Pace; Stuart Temple; Tim Tuell; Peter Wells and Bonnie Therrien. Motion made by Paul Camarco seconded by

Raymond Grasso to end executive session. **All members voted in favor.** Executive session ended at 6:58 PM.

Question asked on Phase One funds and Landscaping money becoming available due to the Silas Deane Highway Revitalization Project being done. We might be freeing up \$23,000 to \$25,000 in landscaping funds for other renovation needs. Town Manager Therrien advised the Town will be going back to STEAP looking for additional funds to finish the Silas Deane Revitalization Project.

5. Next Scheduled Meeting:

A. The next regular scheduled meeting will be Monday September 24, 2007 at 6:00 PM in Conference Room One.

6. Adjournment: Motion by Paul Camarco seconded by Tim Tuell to adjourn. **All members voted in favor.** Meeting adjourned at 7:02 PM.

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

Paul T. Camarco, Clerk

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