

**WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING  
COMMITTEE  
MINUTES – MONDAY October 22, 2007**

Chairman Coombs called the Meeting to order at 6:05 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		
<b>Liaison Present</b>			
Paul Montinieri, Council Liaison	X		
Tony Martino, Staff Liaison	X		
Mike Turner, Staff Liaison	X		
<b>Staff &amp; Guests Present</b>			
Bonnie Therrien, Town Manager	X		
Laurel Goodgion, Library Director	X		

Today is day 156 of the Project

Motion made by Raymond Grasso seconded by Stuart Temple to go out of order on the Agenda and go into executive session first. **All members voted in favor.**

**1. Public Comments:**

1. None

**2. Approval of Minutes:**

- A. Minutes of October 9, 2007 Meeting – Motion by Raymond Grasso seconded by Paul Camarco to approved the minutes. **All but two members voted in favor (Joseph Coombs and Stuart Temple abstained).**

**3. Projects for Discussion:**

**I. Town Hall / Library Renovations – Phase 2**

A. Expenditures

1. CDW-G – Invoice GXG5920 - \$154.00 – Motion made by Raymond Grasso seconded by Stuart Temple to approve this payment. **All members voted in favor.**
2. Kronenberger & Sons – App # 4 - \$343,277.89 – Motion made by Raymond Grasso seconded by Stuart Temple to approve this payment. **All members voted in favor.**
3. Tuthill & Wells – Invoice 3788 - \$8,195.00 – Motion made by Raymond Grasso seconded by Paul Camarco to approve this payment. **All members voted in favor.**

B. Change Orders

1. None

C. Staff Information

1. Job Meeting Minutes dated October 9, 2007. Motion by Paul Camarco seconded by Raymond Grasso to accept this as information. **All members voted in favor.**
2. Town Hall Change Order Log Dated October 11, 2007 – Motion by Paul Camarco seconded by Raymond Grasso to accept this as information. **All members voted in favor.**

3. Budget Sheet Dated October 12, 2007 – Mike Turner advised members that this was stamped draft to give the Committee a chance to review it first. It is a combination of what he and Tim Tuell had drafted. It is scaled down from what Tim had originally submitted. Tim advised it was in a format he could live with. There is information he finds confusing but the content is there. He is concerned that the last draft report showed a \$40,000 balance but the new draft shows a \$20,000 minus. Mike advised the actual figures hadn't been updated until the format was resolved. Note the negative means if we do everything on the wish list we would go over budget. Items below the double line are at the Committees discretion. The Committee has to make the choices as to what gets purchased and what doesn't. Known PCO's are shown. There are unknown PCO's that will crop up as we get into the Town Hall side of the renovation thru discovery. Motion by Paul Camarco seconded by Stuart Temple to accept this as information. **All members voted in favor.**
4. National Library Fees – Tony Martino advised the original purchase order \$68,054.00 included three months storage. We have paid \$17,220.00 so far and will spend an additional \$11,480.00 or a grand total of \$28,700.00 additional on storage. The Committee needs to take this into consideration when spending money or look for other sources to pay for the storage. Motion made by Raymond Grasso seconded by Paul Camarco to accept this as information. **All members voted in favor.**

D. Old Business

1. Construction Status –

- a. Sally Port – Chairman Coombs advised the Registrar of Voters is using the area. Their material has been boxed in their travel containers and the containers stored in the sally port area. The only work left to do inside the room is install a temperature sensor.
- b. Roof – Chairman Coombs advised the roofer wants to gravel the roof this week, hopefully tomorrow. There are issues on the overhang in two places on the Library Roof. The architect is working on a repair method to reduce the cost of the work.
- c. Misc. – Chairman Coombs advised construction is proceeding at a reasonable rate. Town Hall will be moving this weekend. The first and second floors of Town Hall minus the Registrar of Voters; Town Clerk and Data Processing will be staying behind. Data Processing will stay in temporary quarters until their room is ready. The Registrar will move after the election. The State Librarian was here this morning and there is some work that has to be done for security before the Clerks Vault is moved over. Tomorrow Chairman Coombs and Peter Wells will review with the contractor what needs to be done to get the space ready for the Town Clerk. This will generate a PCO. Mike Turner advised we would like to start moving things over Wednesday night. Town Hall will be closed Friday and departments will be ready to start business on Monday morning.

E. New Business

1. Rick Robbins October 2, 2007 Letter Regarding Small Cities Grant – Motion by Paul Camarco seconded by Raymond Grasso to accept this as information. **All members voted in favor.**

Motion made by Raymond Grasso seconded by Stuart Temple to add the Library FF&R Request to the Agenda. **All members voted in favor.**

2. Library FF&E Request – Mike Turner advised he received an e-mail from Laurel Goodgion with an attached Excel Spreadsheet showing the Library's FF&E Requests. A copy was handed to those present. Tony Martino advised Laurel that the \$2,370.00 Dave Shinn Memorial donation needs to be shown under the Supplemental Column and not the Funds Column. There are requests totaling \$388,015.00. The Library has funds totaling \$56,940.00 leaving a need of \$331,075.00 to cover balance of their needs. Motion made by Paul Camarco seconded by Raymond Grasso to receive this as information. **All members voted in favor.**

4. **Executive Session:**

Motion made by Raymond Grasso seconded by Stuart Temple to go into executive session at 6:05 PM. **All members voted in favor.** Present during executive session were Chairman Coombs; Paul Camarco; Raymond Grasso; Stuart Temple; Tim Tuell; Bonnie Therrien; Mike Turner; Paul Montinieri and Jack Bradley. Motion made by Raymond Grasso seconded by Paul Camarco to end executive session. **All members voted in favor.** Executive session ended at 6:30 PM.

5. **Next Scheduled Meeting:**

- A. The next regular scheduled meeting will be Monday November 12, 2007 at 6:00 PM in Conference Room One.

6. **Adjournment:** Motion by Paul Camarco seconded by Stuart Temple to adjourn. **All members voted in favor.** Meeting adjourned at 6:54 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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