

**WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING  
COMMITTEE  
MINUTES – MONDAY November 12, 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		
<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		
Paul Courchaine, Library Board	X		

Today is day 177 of the Project

Prior to starting the meeting Chairman Coombs asked members if they received in the mail an invitation to the seminar on Roberts Rules of Order and FOI that will be held this Wednesday November 14<sup>th</sup>. He advised all Commission Members should make an effort to attend this presentation.

**1. Public Comments:**

1. None

**2. Approval of Minutes:**

- A. Minutes of October 22, 2007 Meeting – Motion by Tim Tuell seconded by Stuart Temple to approved the minutes. **All but two members voted in favor (Luke McEntire and Carmen Pace abstained).**

**3. Projects for Discussion:**

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

A. Expenditures

1. AT & T – Invoice C2322084 - \$16,800.00 – Mike Turner advised this is a CIP Expense that will not be charged against the bond. Motion made by Luke McEntire seconded by Carmen Pace to approve this payment. **All members voted in favor.**
2. Amodio Moving – Invoice C22937 - \$15,223.99 – Motion made by Tim Tuell seconded by Stuart Temple to approve this payment. **All members voted in favor.**
3. CDW-G – Invoice HDT3917 - \$723.00 – Mike Turner advised this will be charged against he technology line item. Motion made by Stuart Temple seconded by Carmen Pace to approve this payment. **All members voted in favor.**
4. Hartford Safe & Lock – Invoice 8053 - \$74.25 – Motion made by Carmen Pace seconded by Stuart Temple to approve this payment. **All members voted in favor.**

5. National Library Relocations – Invoice 14028 - \$1,435.00 – Tim Tuell wanted to know what was left to pay on this. Tony Martino advised with the last agenda he included what the purchase order will have to be increased if storage continues to June of next year. Tim wants the budget sheet changed to reflect this. Motion made by Stuart Temple seconded by Tim Tuell to approve this payment. **All members voted in favor.**
6. Radio Shack – Invoice 393335 - \$21.18 – Motion made by Stuart Temple seconded by Carmen Pace to approve this payment. **All members voted in favor.**
7. True Value – Invoice 66400 - \$103.84 – Motion made by Stuart Temple seconded by Tim Tuell to approve this payment. **All members voted in favor.**
8. Tuthill & Wells – Invoice 3790 - \$8,195.00 – Motion made by Stuart Temple seconded by Tim Tuell to approve this payment. **All members voted in favor.**
9. Tuthill & Wells – Invoice 3789 - \$3,915.00 – Chairman Coombs advised this is a legitimate expense for Peter’s time that has been devoted to mediation. Litigation was not a part of Peter’s contract. Chairman Coombs suggested this expense be forwarded to Town Council for payment thru whatever fund the Town Attorney is paid from. Discussion followed and it was suggested the invoice be forwarded to the Town Manager to review with Town Council and pay the invoice from the appropriate Town account. Motion made by Tim Tuell seconded by Luke McEntire to forward this invoice to the Town Manager for payment. **All members voted in favor.**

B. Change Orders

1. CO 16 – Plywood & Blocking Installation - \$5,989.87 – Peter Wells advised he was waiting for a revised quote from the contractor to use a heavier gauge metal. Chairman Coombs advised this was discussed the other day with the roofing contractor and job superintendent and the roofing consultant. The cost of the heavier gauge metal will increase the cost of the PCO four times the current estimate. Based on that revised figure Peter feels we should go with the current PCO and recommends the Committee approve this PCO as is. Question was raised if this PCO was a result of discovery and not something that could have been foreseen. Peter advised this was discovery. Until the flashing was removed we couldn’t see the problem. Motion by Tim Tuell seconded by Stuart Temple to accept this change order. **All members voted in favor.**
2. CO 20 – Cornice Repair - \$3,876.38 – Chairman Coombs advised this is a revision of PCO 17. We expected this to be a revised PCO instead of a new PCO. Peter Wells recommended we accept this PCO and reject PCO 17. The process that will be used in PCO 20 will meet our needs. Luke McEntire questioned the need for extra days. Peter Wells advised depending on when the work was done there might be a need for the additional days. There was a motion by Tim Tuell seconded by Stuart Temple to add PCO 17 to the agenda. All members voted in favor. Motion by Tim Tuell seconded by Stuart Temple to reject PCO 17 in the amount of \$6,371.11 and accept PCO 20 in the amount of \$3,876.38. **All members voted in favor.**

C. Staff Information

1. Job Meeting Minutes dated October 16 & 30, 2007. Carmen Pace advised the minutes do not say the contractor is still on schedule. Is he? Peter Wells advised this is asked at each meeting and the contractor says yes. Peter will be sure to

include this in future job meeting minutes. Motion by Stuart Temple seconded by Carmen Pace to accept this as information. **All members voted in favor.**

2. Town Hall Change Order Log Dated November 8, 2007 – Motion by Luke McEntire seconded by Stuart Temple to accept this as information. **All members voted in favor.**
3. Budget Sheet Dated November 8, 2007 – Tim Tuell asked if there are any new change orders pending. Chairman Coombs advised he would review pending change orders under construction status. Motion by Tim Tuell seconded by Stuart Temple to accept this as information with the qualification for further enhancements as stated earlier separating spent from encumbrances and adding budget numbers to all line items. **All members voted in favor.**

D. Old Business

1. Construction Status –

- a. Roof – Chairman Coombs advised things are moving along well. With the approval of PCO 16 & 20 the contractor can move forward to finish up the Library roof so they can finalize the flashing and perform the finish graveling to have a tight finished roof.
- b. Misc. – Chairman Coombs advised the contractor has commenced with demolition on the second floor. They are doing minor work on the first floor. They will get into asbestos abatement this week, and then finish with the demolition. They have encountered no difficulties at the moment, including above ceiling. Their plan of attack is to do abatement on the east side of the second floor; then the west side and finish up with the hallway on the second floor. They will then look to move down to the first floor. We are looking to move the Registrars Office and Town Clerk sometime after Thanksgiving. We do not want to hold up the contractor from abatement. Chairman Coombs will be meeting with Mike Turner and Peter Wells to develop what has to be done to secure the temporary space to meet the State Library Public Records Administrator's requirements. There is no money allocated in the budget to do this work. It was suggested once we determined what had to be done could town staff do the work to save on costs. Mike Turner advised depending on the scope of the work this will be taken into consideration. Tim Tuell asked what would happen if we don't do what the State Library wants. What recourse do they have? Tim agrees we have to do what's necessary to meet the needs of the permanent vault. Town Manager Therrien will check to see what recourse the State will have if we don't meet their requirements for the temporary vault. Chairman Coombs advised the State Ordinances are clear on what is required for permanent vaults but they do not address temporary vaults. Also the ordinance does not state what the appeal process would be. Chairman Coombs tried to get a ruling from the State Building Inspector but he would not rule to interpret the ordinance. Tim Tuell asked Peter Wells of the 169 cities and towns in the State how many are in compliance with the ordinance. Peter advised maybe 50% are in compliance with the current ordinance but were probably in compliance with the ordinance at the time the facility was built. Records need to be stored in 4 hours fire rated vaults. The original plans showed the building built with concrete blocks and concrete floor. If there was a fire the building would not burn down. The building would have to be blown up to destroy the vault.

Mike Turner advised that the data processing equipment has been moved into its new location and is working fine. The space the equipment vacated needs to be abated so construction of the new data processing offices can begin.

E. New Business

1. None

4. **Executive Session:**

Motion made by Stuart Temple seconded by Tim Tuell to go into executive session at 7:06 PM. **All members voted in favor.** **NOTE:** Paul Courchaine and Laurel Goodgion left at 7:06 PM. Present during executive session were Chairman Coombs; Luke McEntire; Carmen Pace; Stuart Temple; Tim Tuell; Bonnie Therrien; Mike Turner and Paul Montinieri. **NOTE:** Paul Montinieri left at 7:18 PM. Motion made by Stuart Temple seconded by Tim Tuell to end executive session. **All members voted in favor.** Executive session ended at 7:28 PM.

5. **Next Scheduled Meeting:**

A. The next regular scheduled meeting will be Monday November 26, 2007 at 6:00 PM in Conference Room One.

6. **Adjournment:** Motion by Carmen Pace seconded by Luke McEntire to adjourn. **All members voted in favor.** Meeting adjourned at 7:29 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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