

WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE MINUTES - MONDAY March 13, 2006

Chairman Coombs called the Meeting to order at 6:00 P.M. in the Shared Conference Room Ground Floor). Members present were Paul Camarco, Joseph Coombs, Raymond Grasso, Carmen Pace, Stuart Temple and Tim Tuell. Staff Liaison Tony Martino, Mike Turner, Town Manager Bonnie Therrien and Library Director Laurel Goodgion were also present. Committee Member David Edwards was absent.

Today is day 525 of the project.

1. Public Comments:

A. None.

2. Approval of Minutes:

A. [Minutes of February 27, 2006 Meeting](#) - Motion by Raymond Grasso seconded by Carmen Pace to approve the minutes. **All but one member voted in favor (Stuart Temple abstained).**

3. Projects for Discussion:

I. Town Wide Radio System

A. Staff Information

1. Mike Turner advised the Town has not received anything from Trott. They have asked for information regarding the Motorola Contract and Standards. This information was sent to them today.

II. Town Hall & Library Renovations - Phase 1:

A. Expenditures

1. Nutmeg Companies - App No. 17 - \$47,355.12 - Motion made by Carmen Pace seconded by Stuart Temple to approve this payment. **All members voted in favor.**
2. CDWG Government Inc - Invoice WL43460 - \$168.66 - Motion made by Stuart Temple seconded by Raymond Grasso to approve this payment. **All members voted in favor.**
3. CDWG Government Inc - Invoice WL16979 - \$333.79 - Motion made by Stuart Temple seconded by Raymond Grasso to approve this payment. **All members voted in favor.**
4. CDWG Government Inc - Invoice WJ37484 - \$487.55 - Motion made by Stuart Temple seconded by Raymond Grasso to approve this payment. **All members voted in favor.**
5. Community Resource Management LLC - Invoice #16 - \$375.00 - Motion made by Carmen Pace seconded by Stuart Temple to approve this payment. **All members voted in favor.**
6. Hartford Safe & Lock - Invoice 5481 - \$489.00 - Motion made by Raymond Grasso seconded by Stuart Temple to approve this payment. **All members voted in favor.**
7. Hartford Safe & Lock - Invoice 522991 - \$95.40 - Motion made by Raymond Grasso seconded by Stuart temple to approve this payment. **All members voted in favor.**
8. Hartford Safe & Lock - Invoice 420784 - \$12.00 - Motion made by Raymond Grasso seconded by Stuart Temple to approve this payment. **All members voted in favor.**
9. Lavallee Overhead Door - Invoice 1N116971 - \$140.75 - Mike Turner advised these doors were in bad shape and needed repair but we awaited until Nutmeg was finished working in the area. Motion made by Stuart Temple seconded by Raymond Grasso to approve this payment. **All members voted in favor.**
10. New England Services LLC - Invoice 2993 - \$745.00 - Mike Turner advised this was to clean up the area after Nutmeg turned it over and staff moved into the area. Motion made by Stuart Temple seconded by Carmen Pace to approve this payment. **All members voted in favor.**
11. Paine's Inc - Invoice 2330894 - \$361.76 - Motion made by Stuart Temple seconded by Raymond Grasso to approve this payment. **All members voted in favor.**

NOTE: Paul Camarco arrived at 6:15 PM

12. Bond Charges - See Item 3IIC3 - \$16,906.55 - These bond charges have been applied to the bond but we are looking for Building Committee approval to apply the expense against our

worksheet. Motion made by Raymond Grasso seconded by Stuart Temple to approve applying payments to the Committee's Excel Spreadsheet and that in the future encumbrances come to the Committee, prior to payment, for approval. **All members voted in favor.**

13. Underground Tank Charges - See Item 3IIC3 \$17,986.10 - Chairman Coombs asked Tony Martino to read Section 3IIE1 from the January 10, 2005 Minutes to the Committee. In summary the section advises how the underground tank was discovered and the Committee agreed that expenses for its removal would not be charged against the bond. A question was raised as to how the Moeller Home tank was handled. Members were advised Town Council gave that Committee money from the Town's Contingency Account to cover those expenses. Motion made by Raymond Grasso seconded by Paul Camarco to decline this request and payment be funded thru the Town's Contingency Account. **All members voted in favor.**

B. Change Orders

1. PCO 116R - Cast Aluminum Canopy Lettering - \$3,147.00 - Chairman Coombs advised this is for lettering on the canopies. Motion made by Raymond Grasso seconded by Paul Camarco to approve change order subject to the Architect advising that this PCO will not increase the time table for the project. **All members voted in favor.**
2. PCO 117 - Library Circulation Desk Modifications - \$7,417.00 (FF&E) - Take the existing desk and modify it to meet current needs and move it to its new location... The run conduit for phone and data. Motion made by Raymond Grasso seconded by Paul Camarco to approve change order subject to the Architect advising that this PCO will not increase the time table for the project. **All members voted in favor.**
3. PCO 119 - Lower Level Library Hazmat Abatement - \$4,645.00 - Mike Turner advised this work has already been completed. Motion made by Stuart Temple seconded by Raymond Grasso to approve change order. **All members voted in favor.**

C. Staff Information

1. Budget Report March 9, 2006 - Tim Tuell suggested extra money be added to the contingency account, other Committee members agreed. Motion by Tim Tuell seconded by Raymond Grasso to accept this as information. **All members voted in favor.**
2. Nutmeg Change Order Log - March 7, 2006 - Motion by Paul Camarco seconded by Raymond Grasso to accept this as information. **All members voted in favor.**
3. Change Order Log March 9, 2006 - Motion made by Paul Camarco seconded by Stuart Temple to accept this as information. **All members voted in favor.**
4. Tony Martino's March 8, 2006 Audit of Town Hall Bond -- Motion made by Paul Camarco seconded by Raymond Grasso to accept this as information. **All members voted in favor**
5. Commercial Resource Management payroll review letter February 24, 2006 - Motion made by Stuart Temple seconded by Raymond Grasso to accept this as information. **All members voted in favor.**

D. Old Business:

1. Construction Status - Chairman Coombs advised they are continuing with demolition on the Ground Floor of the Library. There are the similar circumstances regarding wiring in the Library as there were on the Town Hall side but to a lesser extent. Last week Chairman Coombs gave the Town Council a tour of downstairs but didn't have time to take them over to the Library side before their Council meeting. Council's only negative comment was regarding some wall colors. When we start Phase 2 they want to know the process and updated progress reports. Laurel Goodgion was asked to return to Engineering the renderings for the outside facade of the building. We have new Town Councilors that don't know what the facade will look like. Laurel requested a copy of the updated floor plan of the Library so they can display it for residents. Carmen Pace asked the status of the Library entrance. Chairman Coombs advised the sliding door came without a threshold. It has arrived and was suppose to be installed today. In the lobby area the ceiling needs to be finished, lights and carpet need to be installed. The project should be done within a two week timeframe. Discussions were they held regarding the signage installed above the door.
2. ADA Status - Mike Turner advised we have drawn down approximately \$369,000 of the \$390,000 Grant. The signage and canopy are the last things to be reimbursed under the grant.

Chairman Coombs advised Community Center ADA work is complete there is minor punch list items to be completed.

E. New Business:

1. None

III. **Town Hall / Library Renovations - Phase 2**

A. Expenditures

1. None

B. Change Orders

1. None

C. Staff Information

1. Chairman Coombs advised the Architect is looking to get the bid package out on the street in May. We should see a preliminary draft this week. The Committee and Staff will review the plans before they are finalized and released for bid. There are some Change Orders we had Nutmeg do that are Phase 2 work. Chairman Coombs and Tony Martino will review the Change Orders next week and arrange to get the expenses reallocated.

D. Old Business

1. None

E. New Business

1. Mike Turner advised he was approached by someone requesting the solar panels on the Library roof. These panels have no salvage value. We will obtain the necessary waiver releases for the Town.

NOTE: Prior to adjourning the meeting Chairman Coombs asked if anyone had any questions regarding anything on the Agenda. No one had questions.

4. **Next Scheduled Meeting:**

- A. The next regular scheduled meeting Monday March 27, 2006 at 6:00PM in the Shared Conference Room.
Next Special meeting will be Monday March 20, 2006, if needed.

5. **Adjournment:** Motion by Stuart Temple seconded by Paul Camarco to adjourn. Meeting adjourned at 6:58 PM.
All members voted in favor.

Paul Camarco, Clerk