

WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE MINUTES - MONDAY April 10, 2006

Chairman Coombs called the Meeting to order at 5:35 P.M. in Conference Room 1 (Ground Floor). Members present were Joseph Coombs, David Edwards, Raymond Grasso, Carmen Pace, Stuart Temple and Tim Tuell. Staff Liaison Tony Martino, Mike Turner and Library Director Laurel Goodgion were also present. Committee Member Paul Camarco was absent.

Today is day 553 of the project.

1. Public Comments:

A. None.

2. Approval of Minutes:

A. [Minutes of March 27, 2006 Meeting](#) - Motion by Carmen Pace seconded by Tim Tuell to approve the minutes. **All but one member voted in favor (David Edwards abstained).**

3. Projects for Discussion:

I. Town Wide Radio System

A. Staff Information

1. 1 Mike Turner advised nothing new to report. They are still filling out paperwork for the rebanding of the system.

II. Town Hall & Library Renovations - Phase 1:

A. Expenditures

1. Nutmeg Companies - App. # 18 - \$46,108.73 - Motion made by Stuart Temple seconded by Carmen Pace to approve this payment. **All members voted in favor.**
2. Graybar - Invoice 915261167 - \$126.68 - Motion made by Carmen Pace seconded by Stuart Temple to approve this payment. **All members voted in favor.**

B. Change Orders

1. PCO 123 - Demo Duct Insulation - \$3,221.40 - Mike Turner advised this was to removed the fiberglass wrapped around the pipes with twine. This will be accomplished by the abatement contractor at the appropriate rate. This is just the price for demolition. Motion made by Stuart Temple seconded by Carmen Pace to approve this change order. **All members voted in favor.**
2. PCO 127 - Replace Exhaust Fan Motor & Rebalance - \$1,325.42 - Chairman Coombs advised the original motor put in and balanced did not meet the needs of the bathrooms. The new motor will meet all the airflow intake and outtake requirements. We will keep the original motor and pulleys for use elsewhere. Motion made by Carmen Pace seconded by Stuart Temple to approve this change order. **All members voted in favor.**
3. PCO 130 - Reframe Windows Room L0006 and L0007 - \$351.00 - Chairman Coombs advised when the original plans were done Susanne Elliott was the Librarian and the windows met her needs. This PCO is to meet the needs of the new Library Laurel Goodgion. We own the original window frames as they were part of the original specifications. Motion made by Stuart Temple seconded by Carmen Pace to approve this change order. **All members voted in favor.**
4. PCO 128 - Abatement Pipe Fittings - \$3,600.00 - Chairman Coombs advised this is discovery work. The cost is based upon previously agreed amount rates. Motion made by Stuart Temple seconded by Carmen Pace to approve this change order. **All members voted in favor.**

C. Staff Information

1. Budget Report March 27, 2006 - Tony Martino advised he finished his audit with the Town Finance Director. The MUNIS System was down this afternoon so he couldn't run a report to show that MUNIS and Tony's Excel Spreadsheet were in balance. Tony will provide the Committee with data at the next meeting.
2. Nutmeg Change Order Log - April 4, 2006 - Motion by Stuart Temple seconded by Tim Tuell

- to accept this as information. **All members voted in favor.**
3. Change Order Log April 4, 2006 - Motion made by Tim Tuell seconded by Stuart Temple to accept this as information. **All members voted in favor.**
 4. Staff Report on Audit of Finances - see item 3IIC1 above.
 5. Commercial Resource Management Letter April 7, 2006 - Motion made by Stuart Temple seconded by Carmen Pace to accept this as information. **All members voted in favor.**

NOTE: Raymond Grasso arrived at 5:48 PM.

6. Laurel Goodgion April 3, 2006 Letter - Workstation Quotes - Motion made by Stuart Temple seconded by Carmen Pace to accept this as information. **All members voted in favor.**

D. Old Business:

1. Construction Status - Chairman Coombs advised demolition is continuing. They are having problems with fabricating the stairs. Today the contractor was saw cutting the floor and cut an electrical conduit. The conduit was not shown on the drawings. They have to take the cut feed back to the main panel. They installed temporary lights for now so staff can continue to work. Mike Turner advised they are working on the entrance window to the building department. They are installing the shutter and cabinets.
2. ADA Status - Mike Turner advised we have drawn down approximately \$369,000 of the \$390,000 Grant. the canopy is the last thing to be finalized for reimbursed under the grant.

E. New Business:

1. Transfer Enterprises Workstation State Bid Award - \$16,139.93 - Chairman Coombs advised that he obtained from Laurel Goodgion today the 3 Dimensional Drawings for these workstations. The workstations are typical modular office furniture. Chairman Coombs advised the quote includes delivery and installation costs but does not specify if the labor is prevailing wage.

NOTE: Laurel Goodgion arrived at 5:50 PM

Laurel advised that she did ask if prevailing wage was taken into consideration. She will go back to the vendor for a revised quote which will include prevailing wages. David Edwards recommended we take before and after pictures of the area to be sure the furniture company doesn't damage wall or we have proof they did it. Motion made by Carmen Pace seconded by Stuart Temple to table this item. **All members voted in favor.**

III. Town Hall / Library Renovations - Phase 2

A. Expenditures

1. None

B. Change Orders

1. None

C. Staff Information

1. Chairman Coombs advised we did some Phase 2 work in Phase 1 that is being reconciled in the budget review. We will have to transfer some of Nutmeg's expenses to Phase 2 of the Project. Mike Turner advised we are still looking to go out to bid in mid-May. We are looking to put the specs for the new burners out to bid prior to any contract award, so that we can purchase the burners early and avoid possible "long lead" time.

D. Old Business

1. None

E. New Business

1. None

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 April 24, 2006 at 6:00PM in Conference Room 1. Next Special meeting will be Monday April 17, 2006, if needed.

5. **Adjournment:** Motion by Raymond Grasso seconded by Carmen Pace to adjourn. Meeting adjourned at 6:05 PM. **All members voted in favor.**

Paul Camarco, Clerk