

WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE AMENDED MINUTES - MONDAY May 15, 2006

Chairman Coombs called the Meeting to order at 6:02 P.M. in Conference Room 1 (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, Library Director Laurel Goodgion, Town Councilors Andy Adil and Christine Fortunato were also present. Committee Member David Edwards was absent.

Today is day 588 of the project.

1. Public Comments:

A. None.

2. Approval of Minutes:

A. [Minutes of April 24, 2006 Meeting](#) - Motion by Carmen Pace seconded by Raymond Grasso to approve the minutes. **All members voted in favor.**

Chairman Coombs asked for a motion to digress from the Agenda to allow Peter Wells to review the Construction Progress and the Phase 2 Bid Status. Motion made by Carmen Pace seconded by Raymond Grasso to digress from the Agenda. **All members voted in favor.**

Phase 1

Peter Wells advised Nutmeg is now producing PCO's for items found in discovery. (Example - Ductwork in the Library Play Area. When the ceiling was opened it was discovered that the duct had rusted into two pieces. The Engineers have reviewed the duct and will have to open the area further to inspect for more damage further down the duct). The problem is the insulation around the ducts wasn't installed properly when the system was installed. Chairman Coombs advised this ductwork pieces were causing a noise for quite a while and should have been taken care of as preventive maintenance. The lack of preventive maintenance in the past is causing us money now. The Town now has changed its theory and is performing preventive maintenance. Peter advised there is a problem with the old building drawings, when walls and ceiling were taken down we're finding old ductwork that should have been removed in the past that now have to come down. Tim Tuell asked if we had to use Nutmeg to do the ductwork. Peter advised no, but it in our best interest to use them. If we don't and workers overlap we might get comments from Nutmeg the other contractor is holding them up from doing their job. Peter advised that the Engineers are now looking for additional fees as the project has dragged on so long and they are now looking at items beyond their original scope of Phase 1. Peter will be coming back to the Committee with a list of future expenses.

Canopy - Work is unacceptable. We are now waiting for the contractor to correct the unacceptable work. Contractor wants us to give him a list of what's wrong and they will take care of it now. We need to get this finished as it's the last thing for the ADA Grant. Carmen Pace asked what the deadline was for Small Cities June 1st or June 30th. Bonnie Therrien advised it was June 30th. Raymond Grasso referred back to April 24, 2006 Minutes and asked if Mike Turner had talked to DECD to see if we could draw funds and hold them in escrow. With Mike Turner not here at this point he asked Bonnie to check with Mike on his request.

Library - Downstairs - They are accomplishing what is supposed to be done. Making some progress with the Library closed. This morning Peter went over the electrical changes in PCO 141 with Nutmeg's Project Manager. They were considering all outlets as new and not taking original requirements into consideration. The cost for this PCO will drop dramatically. Chairman Coombs advised that the cost of PCO 139R, Electrical Panel, is \$3100.00 less then what was originally submitted.

Tim Tuell talked on the Contractor's Job Meeting. Tim went to this past Wednesday's Meeting. He found it enlightening and participants have a wealth of knowledge. All members should try to go if they have a chance. He will try and make future meeting.

NOTE: Mike Turner arrived at 6:30PM.

Phase 2

Peter Wells advised he is still working on design development. He is now in the phase of selecting materials and developing dimensions. He forwarded Joe Coombs and Mike Turner advanced drawings to review. Peter is trying to organize the process and schedule. He is looking at a new method to install the facade. Instead of the original suggestion of going up vertically he is looking at cutting holes in the curtain wall and welding the brackets, to the steel beams, that will hold up the walls to the facade. This will allow us to install the facade, windows and possibly fan coils without moving staff around. We will then be able to remove the curtain walls after the outside work was done eliminating exposure to the elements. Peter has also developed a plan where the roof doesn't have to be done at the same time the windows. He will use a flashing system to seal the roof and windows. The roofing can be scheduled now. There are two issues: (1) Schedule HAZMAT work (2) Installing sprinklers. These two items will cause the most disruption of service. Peter will go over schedule for moving staff in and out of the Council Chambers before bring the schedule to the Committee. Peter still has to work on what is needed for the Town Council Chambers. He plans to replace the desk, lighting, ceilings and floors. The walls will receive a code of paint. Andy Adil advised the Mayor would like our Town Council Chambers to look like Rocky Hill's. Peter advised the lighting will be direct and indirect. They are now computing how many fixtures are needed in the Chamber.

Emergency Management - Peter advised he would be putting in additional outlets in front of the new Council Desk to cover the needs for Emergency Management. Slave cables can be used to bring power to where it is needed during an exercise.

Specs - Peter advised they are still working on the front end bid specs; he wants them as complete as possible so we don't have a Nutmeg Situation. The specs are broken down into five areas:

1. Boiler Replacement
2. Council Chambers
3. Roof
4. Facade
5. Rest (Misc.)

There are 43 items in the scope of work.

Town Vault - Peter advised how he met with Eunice DiBella who is in charge of the State Regulations for Vaults. Eunice told Peter what was needed to bring the Town Clerks Vault into compliance with current standards. The cost is more then what was funded. Basically the Town Vault must be able to remain standing when the rest of the building falls down. We have hollow concrete blocks. We need solid concrete blocks to produce a four hour fire rating. We will need a new metal door. We have \$17,000 in the budget for vault upgrade. Bonnie Therrien advised Dolores Sassano has a former State Employee reviewing Vault records to see what can be disposed of. Tim Tuell advised he has a low level of enthusiasm for the amount of work and cost requested for the vault. Can we get away with leaving it the way it is? Peter Wells wasn't sure. Raymond Grasso asked what recourse does the State have if we don't comply with this request. Peter advised there are other cheaper methods to provide the same fire rating requirements listed. Whose ruling prevails, the State Regulation for Vaults or the State Building Inspector's Codes? It was suggested the Town Attorney research this.

NOTE: Bonnie Therrien and Christine Fortunato left at 6:45PM

Andy Adil asked what the timetable for Phase 2 looked like. Peter Wells advised:

1. Boiler Replacement - Doing bid now. Plans are to shut down boilers June 1st. Nutmeg has within their contract the responsibility to remove the asbestos from the boilers.
2. Roofing - Peter is back to determining if he should recommend bidding the roof separately from the rest of the project. Original plans were to get the bids ready for Council May 15th. We want to get the bids out as soon as

possible. Stuart Temple advised diluting the scope of the contract, removing the roof, would change the type of contractor that bids the project. Various contractors bid jobs base on the value of the contract.

NOTE: Andy Adil left at 6:55 PM

Motion made by Paul Camarco seconded by Raymond Grasso to revert back to the Agenda. **All members voted in favor.**

3. Projects for Discussion:

I. Town Wide Radio System

A. Expenditures

1. Martin AG - Invoice WCT-01-FNL - \$12,450.00 - Chairman Coombs advised this is the final invoice from Fred Martin to be paid under the bond. Tony Martino advised once this is paid and the purchase order closed out there will be an additional \$1,000 added to the balance for the Radio Budget. The Radio balance is currently frozen by the Town Attorney's recommendation and cannot be considered for transfer to the Town Hall part of the bond yet. Motion made by Stuart Temple seconded by Carmen Pace to approve this payment. **All members voted in favor.**

B. Staff Information

1. Mike Turner advised we are still continuing with the rebanding effort. We are still working with Trott Associates to determine if we should submit a consolidated budget or separate budgets for planning and implementation.

II. Town Hall & Library Renovations - Phase 1:

A. Expenditures

1. Community Resource Management - Invoice 16 - \$950.00 - Motion made by Paul Camarco seconded by Stuart temple to approve this payment. **All members voted in favor.**
2. Nutmeg - Req. # 19 - \$89,945.76 - Motion made by Stuart Temple seconded by Carmen Pace to approve this payment. **All members voted in favor.**
3. John Watts - Invoice 69832 - \$1,985.74 - Motion made by Paul Camarco seconded by Stuart Temple to approve this payment. **All members voted in favor**
4. EnviroScience - Invoice 0000009 - \$2,870.00 - Motion made by Paul Camarco seconded by Carmen Pace to approve this payment. **All members voted in favor**
5. Tony Martino requested the agenda be amended to add one item to the Agenda. We received an invoice for the microwave the Committee authorized Purchasing order on line for the lunchroom. Motion by Carmen Pace seconded by Raymond Grasso to add this item to the agenda. **All members voted in favor.** Tony Martino advised the original vendor who in the end couldn't supply the oven had quoted \$419.00. The new vendor provided a different model that cost \$203.33. Microwave Oven - Town Credit Card - \$203.33 - Motion made by Raymond Grasso seconded by Carmen Pace to approve this payment. **All members voted in favor.**

- ##### B. Change Orders (NOTE: Peter Wells discussed each PCO below in his comments at the beginning of this meeting).
- Prior to voting on the PCO's Chairman Coombs advised the Committee members of the 5:00 PM meeting today. In attendance were Town Manager Bonnie Therrien, Finance Director Lisa Hancock; Town Councilors Andy Adil & Christine Fortunato, Chairman Coombs and Tony Martino. At that meeting Chairman Coombs went over the disbursement of funds, the current contingency and misinterpretation of the \$790,000. Discussions were held on transferring the money we have encumbered for the parking lots and transferring those funds to contingency to take care of PCO's that are developing. It was suggested Chairman Coombs draft a letter to Town Council for their next meeting requesting the balance in the Police Facility Budget be transferred back to the Town Hall Budget and inform them we will be transferring encumbered monies for parking lots to contingency requiring the Town to fund in future capital budgets the funds for the parking lots. Chairman Coombs advised those present we wouldn't be able to do the parking lots until Phase 2 was almost completed.

After much discussion, it became apparent that the cost of the change orders on the agenda for approval exceeded remaining contingency funds available. Committee discussed the options including (1) Moving parking lot budget funds (\$160,000) from "other items" to "construction costs". (2) Authorize spending in amounts that exceed available funds on the expectation that the Town manager or Town Council will make additional funds available later to cover the spending. (3) Authorize spending (on change orders) only up to the amount of remaining contingency funds. Committee decided on the third option, spend only available funds, and request from the Town Manager authority to move the \$160,000 parking lot funds to be available for future spending.

1. PCO 120R - Added Demo - \$19,785.95 - Motion made by Carmen Pace seconded by Raymond Grasso to table this change order pending Town Council action on our using parking lot funds. **All members voted in favor.**
2. PCO 129R - Added Asbestos Tile Removal - \$6,891.00 - Motion made by Raymond Grasso seconded by Stuart Temple to approve this change order. **All members voted in favor.**
3. PCO 133 - Soffits & Storm Chase - \$6,203.38 - Motion made by Raymond Grasso seconded by Stuart Temple to approve this change order. **All members voted in favor.**
4. PCO 135 - Added Electric Circuits - \$2,310.72 - Motion made by Carmen Pace seconded by Raymond Grasso to table this change order pending Town Council action on our using parking lot funds. **All members voted in favor.**
5. PCO 140 - Electric Repairs to Cut Conduit T & M - \$4,206.12 - Motion made by Carmen Pace seconded by Raymond Grasso to table this change order pending Town Council action on our using parking lot funds. **All members voted in favor.**
6. PCO 144 - Asbestos Removal Fittings - \$1,800.00 - Motion made by Raymond Grasso seconded by Stuart Temple to approve this change order. **All members voted in favor.**
7. PCO 139R - Install Electric Panel - \$6,256.45 - Motion made by Raymond Grasso seconded by Stuart Temple to approve this change order. **All members voted in favor.**

C. Staff Information

1. Fund Reallocation Letter Dated April 25, 2006 - Motion by Raymond Grasso seconded by Paul Camarco to accept this as information. **All members voted in favor.**
2. Budget Report May 5, 2006 - Motion by Raymond Grasso seconded by Stuart Temple to accept this as information. **All members voted in favor.**
3. Nutmeg Change Order Log - May 2, 2006 - Motion by Stuart Temple seconded by Raymond Grasso to accept this as information. **All members voted in favor.**
4. Change Order Log May 5, 2006 - Motion made by Stuart Temple seconded by Raymond Grasso to accept this as information. **All members voted in favor.**
5. Dale Kroop April 25, 2006 Letter - Motion made by Raymond Grasso seconded by Stuart Temple to accept this as information. **All members voted in favor.**

D. Old Business:

1. Construction Status - Peter Wells advised he discussed a lot of the construction status at the start of the meeting. Nutmeg's latest schedule shows them completing the project November 2, 2006. Asbestos items are causing them to extend the schedule. Nutmeg is starting to run out of things not to do. Stuart Temple had comments regarding the condition of the air handling unit installation in the front of the building. Peter advised the contractor isn't done yet and Peter has not signed off on the work as being acceptable. Peter agrees with Stuart's comments.
2. ADA Status - The canopy is the last item to be completed to finish this project. Mike Turner advised that Dale Kroop has talked to Bruce Sheridan regarding the unacceptable condition of the canopy. DECA will have their inspectors come out and inspect the canopy. Dale believes this will result in DECA extending the timeframe for final submission of bills for reimbursement.

E. New Business:

1. Mike Turner advised he has received an invoice from KONE Elevator for approximately \$1,000.00. The invoice was for coming in to clean out the elevator fire alarm box that was full of dust from Nutmegs demolition work. Nutmeg hadn't covered the alarm to keep it clean. Mike Turner asked the Committee's permission to forward the invoice to Nutmeg for

payment. All members agreed.

2. Cabling in Library - Mike Turner advised he had a \$28,046.34 bid from AT&T to install the voice and data cabling between each workstation and the phone equipment room. He requested the Committee's approval to forward the bid to Town Council for award. Motion by Stuart Temple seconded by Carmen Pace to forward the bid submission to Town Council for award. **All members voted in favor.**

III. Town Hall / Library Renovations - Phase 2

A. Expenditures

1. None

B. Change Orders

1. PCO 126 - Town Planners Office - \$25,190.79 - Peter Wells advised when he first saw this PCO he thought the cost was too high. After doing some research, the amount of mechanical work involved justifies the quote. Accomplishing this work now will allow us to move the Planner into his new location providing us with the ability to start redoing their old area to get the data processing area started where the current vault is. Peter noted that the Mechanical Engineer is looking for extra fees for this work. Motion made by Stuart Temple seconded by Tim Tuell to approve this change order. **All members voted in favor.**
2. PCO 138 - Library Data Closet AC - \$6,280.14 - Peter Wells advised this chiller will be for the Phone and Data Room. The chiller will be located outside on the west side of the building. Motion made by Stuart Temple seconded by Carmen Pace to approve this change order. **All members voted in favor.**

C. Staff Information

1. EnviroScience April 11, 2006 Proposal - Chairman Coombs advised that EnviroScience has done a good job for us in the past and saved us money on this project. There were instances where Nutmeg wanted to do more then what was required (example - Nutmeg wanted to tent the entire area when additional floor tiles were discovered under the walls that were demolished. EnviroScience advised tenting wasn't required, the tiles could be lifted without tenting). We need to get this proposal processed so we can proceed with the bidding requirements for Phase 2. Chairman Coombs recommends approving this proposal. Motion by Paul Camarco seconded by Stuart Temple to approve this proposal. **All members voted in favor.**

D. Old Business

1. None

E. New Business

1. 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 will be Monday May 22, 2006 at 6:00PM in Conference Room 1.

5. **Adjournment:** Motion by Paul Camarco seconded by Raymond Grasso to adjourn. Meeting adjourned at 8:06 PM. **All members voted in favor.**

Paul Camarco, Clerk