

WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE AMENDED MINUTES - MONDAY August 28, 2006

Chairman Coombs called the Meeting to order at 6:00 P.M. in Conference Room 1 (Ground Floor). Members present were Paul Camarco, Joseph Coombs, Raymond Grasso, Luke, McEntire, Carmen Pace and Tim Tuell. Staff Liaison Tony Martino, Library Director Laurel Goodgion, Councilor Andy Adil, Architect Peter Wells, Peter Luchini, Ed Flynn, Greg Curtin and Polly Moon were also present. Committee Member Stuart Temple was absent.

Today is day 693 of the project.

1. Public Comments:

A. None.

2. Approval of Minutes:

A. [Minutes of August 14, 2006 Meeting](#) - Motion by Raymond Grasso seconded by Carmen Pace to approve the minutes. **All members voted in favor.**

B. [Minutes of August 17, 2006 Special Meeting](#) - Paul Camarco requested the minutes be amended as follows: (1) Change Start time from 6:00 PM to 4:30 PM. (2) Item 2IB1 Line 22 change "will" to "with" and (3) 2IB1 Line 7 between could and determine add "not". Motion by Paul Camarco seconded by Tim Tuell to approve the minutes as amended. **All members voted in favor.**

3. Projects for Discussion:

I. Town Wide Radio System

A. Staff Information

1. Chairman Coombs advised there was a Radio Committee Meeting last week but he was not there so he doesn't know what was discussed.

II. Town Hall & Library Renovations - Phase 1:

A. Expenditures

1. None

B. Change Orders

1. PCO 166 - Raised handrails at New Stair - \$2,007.67 - Chairman Coombs advised the railing was installed at the wrong elevation. Peter Wells advised he told Chairman Coombs he took full responsibility for this error. A CCD was done to get the work done. There will be reimbursement to the Town for this expense. Motion by Paul Camarco seconded by Tim Tuell to approve this change order. **All members voted in favor.**

NOTE: Andy Adil arrived at 6:08 PM

2. PCO 172 - FCU Demo L118 - \$566.89 - Chairman Coombs advised he authorized this be done. It is in the new Library offices in the old vestibule. The new offices have above ceiling heating and cooling units making this fan coil unit obsolete. Motion by Tim Tuell seconded by Carmen Pace to approve this change order. **All members voted in favor.**

3. PCO 174 - Base Cabinets at L012 - \$2,056.83 - Peter Wells advised this is for base cabinets in the meeting room to store items in. Originally the cabinets were going to be in the kitchen area, but that area was cut back. Credits will be forthcoming from Nutmeg for reduced cabinets in the kitchen area. This item should be approved. Motion by Paul Camarco seconded by Luke McEntire to approve this change order. **All members voted in favor.**

4. PCO 176 - Credit for 2nd Floor Library Bathroom - (\$2,054.25) - Peter Wells advised this credit is for finish work in the bathroom. Plumbing for the bathroom is in Phase 2 but we already have the fixtures for Phase 2. The finish work will be accomplished in Phase 2 after the plumbing work is accomplished. Motion by Paul Camarco seconded by Raymond Grasso to approve this change order. **All members voted in favor.**

5. PCO 178 - Lighting for A/V Area - \$1,608.72 - Peter Wells advised the A/V area is now in the areas where the chair storage was suppose to be. Different lighting is needed for A/V versus Storage. Nutmeg is currently taking an inventory of their fixtures because they might

have enough fixtures to do the job already. Chairman Coombs recommends tabling this item. Motion by Paul Camarco seconded by Tim Tuell to table this change order. **All members voted in favor.**

NOTE: Luke McEntire left at 6:19PM

6. PCO 179 - Sprinkler Head Change - \$874.58 - Peter Wells advised there are two contractors doing the work. Hartford Sprinkler is doing the new work and Nutmeg is replacing what was already there. We are looking to put in concealed units in the ceiling to avoid them being damaged. All the new work is concealed and the Nutmeg work should be the same. Motion by Carmen Pace seconded by Tim Tuell to approve this change order. **All but one member voted in favor (Raymond Grasso voted nay).**

NOTE: Andy Adil left at 6:18 PM

7. PCO 180 - Backboard for Sign at Engineering - \$394.25 - This was changed to MDO Board from Plastic. We originally requested a quote from Joseph Merritt and it was \$560.00 so we requested the attached PCO. This will be hanging from above the counter. Raymond Grasso feels this expense should come out of operating expenses. Motion by Paul Camarco seconded by Carmen Pace to approve this change order. **All but one member voted in favor (Raymond Grasso voted nay).**

C. Staff Information

1. Budget Report dated August 24, 2006 - Motion made by Paul Camarco seconded by Carmen Pace to accept this as information. **All members voted in favor.**
2. Nutmeg Change Order Log - August 22, 2006 - Motion made by Paul Camarco seconded by Carmen Pace to accept this as information. **All members voted in favor.**
3. Change Order Log - August 24, 2006 - Motion made by Paul Camarco seconded by Carmen Pace to accept this as information. **All members voted in favor.**
4. Construction Schedule Dated August 15, 2006 - Tim Tuell has no faith in the completion date. It could be two weeks sooner or later. Peter Wells agrees they input the PCO's in a data base and add days automatically. Motion made by Tim Tuell seconded by Raymond Grasso to accept this as information, but reject the completion date. **All members voted in favor.**
5. Job Meeting Minutes - August 16, 2006 - Motion made by Paul Camarco seconded by Carmen Pace to accept this as information. **All members voted in favor.**
6. Asbestos Abatement Project Management Report - Chairman Coombs advised this is a summary of a thick report. It is a concise summary. Motion made by Paul Camarco seconded by Raymond Grasso to accept this as information. **All members voted in favor**
7. Moving & Storage Bid Letter to Town Council - Tim Tuell asked what Town Council said about the bid waiver. Chairman Coombs advised they accepted it. Motion made by Carmen Pace seconded by Tim Tuell to accept this as information. **All members voted in favor**
8. Library Services During Renovation Brochure -Laurel Goodgion advised this information will be revised in the future. Motion made by Paul Camarco seconded by Raymond Grasso to accept this as information. **All members voted in favor.**

D. Old Business:

1. Construction Status - Chairman Coombs advised there was an above ceiling inspection today. Ed Flynn advised there were changes to be made. He will be back, Wednesday for another inspection to see if what he requested has been done. Telephone and Data hookups to the appropriate locations. For a while both the new and old system will be in existence. Once the old system is closed down Town Staff will have to go above the ceiling to remove the old wires. Tim Tuell suggested the tiles affected be marked to make the job easier. Chairman Coombs advised we are still waiting for information on the elevator. Nutmeg has gone to Kone Elevator to get a quote on moving the buttons and doing what has to be done to make the elevator ADA compliant. We also have to get the blessing from the State Elevator Inspector to do only the amount of work requested and not a full replacement of the elevator.

Nutmeg has started dismantling the boilers. The area has been abated. Today there is banging noise down there so they must be dismantling the boilers. Chairman Coombs advised the Boiler Bids are in and he, Ed Flynn and Mike Turner will interview the two lowest bidders. He will be looking for a special meeting on Thursday night to go over the bids so a recommendation can be made for Town Council's September 5, 2006 Meeting.

2. ADA Status - Chairman Coombs advised there was nothing to report.

E. **New Business:**

1. Bristol Crane and Progressive Décor Fund Transfer - Tony Martino advised the breakdown of the funds were Bristol Crane (\$38,957.50); Progressive Décor (\$2,593.84) and all other contractors (5,767.34) for a total of \$47,318.68 to be transferred from the Police Account to the Town Hall Contingency Account. Motion by Paul Camarco seconded by Raymond Grasso to recommend to Town Council the \$47,318.68 be transferred from the Police Account to the Town Hall Contingency Account. **All members voted in favor.**
2. Funds the Library Received from Other Sources - Laurel Goodgion handed out a Summary of additional funding which all apply to Phase 2: \$20,000 Hartford Foundation for Public Giving Grant; \$3,000 donation from the Mom's Club and The Friends of the Library offered to provide funds for a service desk in the Children's Library. All three items have to do with purchasing furnishings. Laurel advised that the Hartford Foundation Grant has been included in the Town Manger's Weekly Management Report and it had been discussed at Department Head meetings.

III. Town Hall / Library Renovations - Phase 2

A. **Expenditures**

1. Hartford Sprinkler - Invoice 5 - \$2,280.00 - The new typed copy has not been received yet or signed by the mechanical engineer. Motion by Paul Camarco seconded by Raymond Grasso to table this payment. **All members voted in favor.**

B. **Change Orders**

1. None

C. **Staff Information**

1. Phase 2 Scope of Work memo dated August 24, 2006. Motion by Paul Camarco seconded by Carmen Pace to receive this as information. Peter Wells and Ed Flynn then requested to go over the memo in detail. They have a problem with the scope of the working increasing both in Phase 1 and 2. They absorbed expenses associated with this to date but cannot continue to do so. Peter Wells had a memo for Chairman Coombs to outline the costs for the work done above their scope of work on Phase 1. Peter and Ed are having problems figuring out the true scope to get the bids out. This memorandum was developed as a result of a meeting last Wednesday.

NOTE: Greg Curtin and Polly Moon left at 7:05PM.

Ed Flynn advised the original Scope of Phase 2 was Roof Replacement; Window Replacement; Boiler Replacement and some odds and ends (asbestos abatement). The following items were identified that were not in the original scope of work:

- a. First and second floor lighting replacement
- b. First and second floor ceiling replacement
- c. Demolition of old "Walker Duct" and surface mount power along floor
- d. Provision of power and data to new donated work stations
- e. Reconfigurations of wiring of standby generator to include elevators manually
- f. Insulation of heating pipes and provision of isolation valves for heating / cooling

In regards to items a & b Ed Flynn feels we might try to take out the existing corridor lights and run the sprinkler system down the corridor with branches to the offices. If this is done we will not have to take out the existing ceiling. Chairman Coombs advise we will have to cut a hole into the black iron ceiling to see where the ducts go to see if the branching can be accomplished. The corridor ceilings were the only thing in the original scope of work. It is

more functional to run the system down the corridor. The more sprinkler intersections the higher the cost of the system. The risers are already in the corridor for the system. Ed Flynn advised there is 18,000 sq. ft. of Town Hall lighting requirements at \$4.00 to \$5.00 a sq ft using 2' by 4' lights. Raymond Grasso has concerns with not including everything in the scope of work and then reducing the scope if necessary. To add later thru PCO's will only increase the bottom line more. Ed Flynn advised the current second floor ceilings have insulation in them that will have to be removed. It will not be needed once the new roof is installed. This adds to the cost of replacing the ceiling. Discussions ending with consensus on showing the ceiling work as an alternate. Walker Ducts are not in the original scope of work. This is new work that has to take into consideration power, data and phones to the new modular furniture the Town obtained. The modular furniture has the capability of feeding power, data and phone thru their wall panels. Tim Tuell questioned if the scope was to remove the asbestos floor tile and the power cables have to be removed to take out the tiles why isn't power in the scope of work? Peter Luchini advised it might be cheaper to run the wiring thru the ceilings versus the floor. Laurel Goodgion had concerns we are only talking about Town Hall issues. Are the same problems on the Library side? She was advised no. The standby generator was originally to meet the needs of the Police Dept when they were in the building. Now that they are gone the generation can meet the needs of Town Hall including the emergency operations center. Laurel Goodgion asked if it will take care of the Library as well. Provisions are there for a manual switch to get the Library elevator down but during an emergency the Library would not be running while the operations center was in use. The generator cannot meet the full needs of both Town Hall and the Library keeping everything running.

NOTE: Paul Camarco left at 7:35PM.

Phase 2 originally had changing out the dias in the Town Council Chambers as well as cosmetic work. There were no plans for Homeland Security needs at the time. With the dual use of this room lighting, phone and data requirements increase dramatically. Chairman Coombs advised additional funds for this work will come from other sources. Ed Flynn advised that the Air Handling System is falling apart. The Heating system is going from electronic to pneumatic. We have to look at changing out valves. Some valves are in tight areas we they cannot be reached for maintenance and he is not sure if they work properly. Three air handler units including the one for the Town Council Chamber need to be replaced. Tony Martino asked Peter Luchini to come up with a price for the new air handler units and he will have them put on the list for capital projects to be reviewed by the Capital Improvement Advisory Committee. Tim Tuell asked if this August 24th memorandum will affect the September 25th deadline to get the bids out on the street. It was determined this Committee would have to meet again this week to continuing working on the scope of work to get the bid package done. Realistically the September 25th date is unrealistic. Tim Tuell advised we must get together to get the scope finalized so we can get the bid package out as soon as possible. Raymond Grasso wants to see the bid package as complete as possible to avoid the need for multiple change orders. Peter Wells agreed he wants the bid package complete to avoid the number of proposed change orders. Ed Flynn advised we found out a lot in Phase 1 with unknown items. Those same unknown items are probably going to raise their head in Phase 2 so we will try and locate them before the bids go out. Peter Wells advised he will be away from August 30th to September 12th. He will have access to faxes and e-mail and will be working on this project while he is away. Chairman Coombs asked if the numbers for the Council Chamber will be ready for the September 5th Town Council Meeting. Peter and Ed Flynn said they would have a numbers to Chairman Coombs before the meeting. Tonight Peter Wells handed Chairman Coombs a memorandum regarding the effects of the NCI Change Orders for review with the Committee at a future meeting.

D. Old Business

1. None

E. New Business

1. None

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

4. **Next Scheduled Meeting:**

A. The next regular scheduled meeting will be Monday September 11, 2006 at 6:00PM in Conference Room 1.

5. **Adjournment:** Motion by Raymond Grasso seconded by Carmen Pace to adjourn. **All members voted in favor.** Meeting adjourned at 8:12 PM.

Paul T. Camarco, Clerk