

## WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE MINUTES - TUESDAY November 14, 2006

Chairman Coombs called the Meeting to order at 6:03 P.M. in Public Works Conference Room.

### Present

		Present	Absent	Excused
<b>Committee Member Name</b>	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>	Andy Adil, Council Liaison	X		
	Tony Martino, Staff Liaison	X		
	Mike Turner, Staff Liaison	X		
<b>Staff &amp; Guests Present</b>	Bonnie Therrien, Town Manager	X		
	Peter Wells, Architect	X		

Today is day 768 of the project.

#### 1. Public Comments:

A. None.

#### 2. Approval of Minutes:

A. [Minutes of October 23, 2006 Meeting](#) - Motion by Carmen Pace seconded by Stuart Temple to approve the minutes as amended. **All but two members voted in favor (Paul Camarco & Luke McEntire abstained).**

#### 3. Projects for Discussion:

##### I. Town Wide Radio System

##### A. Staff Information

1. Mike Turner advised Rae Ann Palmer went to a rebanding seminar. Negotiations are ongoing with Sprint & Motorola. Motorola has added additional alarms as backup to the System. Chris Sievert is our new Motorola Rep. Chris handled the State Police transition to the 800 MHz System.

**NOTE:** Andy Adil arrived at 6:05 PM

##### II. Town Hall & Library Renovations - Phase 1:

##### A. Expenditures

1. Community Resource Management - Invoice 21 - \$450.00 - Raymond Grasso asked if this was the final payment or if Dale was due the balance of the \$5,000 listed on the invoice. Mike Turner advised he is only due the \$450.00. Raymond Grasso requested an audit be done of Dale's expenses versus his contract and it be provided at the next meeting. Motion by Stuart

Temple seconded by Paul Camarco to approve payment. **All members voted in favor.**

2. Nutmeg Companies - App # 25 - \$51,203.41 - Motion by Paul Camarco seconded by Raymond Grasso to approve payment. **All members voted in favor.**

#### B. Change Orders

1. PCO 187 - Install Isolation Valves - \$644.71 - Mike Turner advised these valves were needed to separate the flow as the water flow to the bathrooms as the water line feeds both the Library bathrooms and the boiler. We needed to be able to fill the boilers while the Library was under renovation and the bathrooms were under renovation. Peter Wells advised the original request was for four valves but it was cut back to two valves. Peter issued a CCD to have this work completed. Motion by Paul Camarco seconded by Stuart Temple to approve this change order. **All members voted in favor.**
2. PCO 188R - Misc. Door Hardware - \$1,142.25 - Mike Turner advised this was required under Phase 1 to get the CO for the Library Ground Floor. The Fire Marshal requires this to seal off the area to the boilers making the area more smoke tight. Raymond Grasso asked if the vendor did this work on their own or were they directed by Staff to do the work. Mike Turner advised Staff told them to do the work so we could get the CO. Motion by Stuart Temple seconded by Carmen Pace to approve this change order. **All members voted in favor.**

#### C. Staff Information

1. Budget Report Dated November 10, 2006 - Motion made by Paul Camarco seconded by Stuart Temple to accept this report as information. **All members voted in favor.**
2. Change Order Log Dated November 10, 2006 - Motion made by Paul Camarco seconded by Stuart Temple to accept this report as information. **All members voted in favor.**
3. Construction Schedule Dated October 31, 2006 - Peter Wells advised he keeps trying to get Nutmeg to correct their computer system to correct the completion date. When a function runs late the system automatically extends the completion date when in reality the work will not hold up the completion or start of another function. Stuart Temple advised there is a way to go into the computer project management systems to manually adjust dates as required. Motion made by Paul Camarco seconded by Stuart Temple to accept this report as information but reject the completion date. **All members voted in favor.**
4. Job Meeting Minutes - October 18 & 25, 2006 & November 1, 2006 - Stuart Temple asked Peter Wells if there was anything in these minutes that he was concerned about that the Committee should worry about. Peter advised there are some future PCO's that will be coming to the Committee for consideration.
  - a. PCO - Bathrooms - Due to a duct being found where the Handicap Bathroom was supposed to go the bathroom had to be reconfigured. Peter is waiting for pricing from Nutmeg based on a sketch he forwarded them.
  - b. PCO Credits - Peter advised he sent Nutmeg a letter looking for credits for:
    - i. Not having to pour slab under canopy because pavers were left in place
    - ii. No underpinning required in elevator shaft
    - iii. Not having to abate as much tile in the Library

At tomorrow's job meeting Peter will ask Nutmeg for the status of the credit PCO. He will give them one week to develop the credit value or develop his own credit value so the Committee will know where they stand financially. Motion made by Paul Camarco seconded by Stuart Temple to accept this as information. **All members voted in favor.**

5. October 24, 2006 Letter to Peter Wells - Raymond Grasso advised Tim Tuell provided a lot of discussion on this subject and Tim should be here when the letter is voted on to be sure all his comments were taken into consideration. Motion made by Carmen Pace seconded by Stuart Temple to table this item. **All members voted in favor.** **NOTE:** Raymond Grasso requested copies of this letter be attached to the next agenda.

#### D. Old Business:

1. Construction Status - Peter Wells advised abatement work has been completed. Ceiling tiles were removed under the mezzanine floor. Sent letter to Brian O'Connor with square footage

information he requested. The long wall in the old Children's Library has been removed. They have started drywall and rough electrical on the main floor. The book drop door has been installed.

2. Small Cities / ADA Status - Mike Turner advised the contractor continues to forward certified-payrolls. Nutmeg has forwarded the missing data Dale Kroop requested in his last letter. December 12th DECD is coming to do a Project Audit. They will look at the work and our reports. Mike Turner asked the Committee if they wanted Dale Kroop to be here for the audit. Chairman Coombs advised this would be a good idea.
3. Labor Complaint - Chairman Coombs advised he submitted the paperwork to the Labor Department for the anonymous complaint the Manager received where a sub-contractor's employee complained he was not paid the prevailing wage.

#### E. **New Business:**

1. Mike Turner advised there are change orders being reviewed by Peter Wells and Ed Flynn.
  - a. Mezzanine Carpeting - Peter analyzing whether it is worth having Nutmeg do this Phase 2 work now or wait. There is a lead time to get the carpeting in. Members suggested Peter call the carpet vendor to get the delivery time and cost estimate if the Town purchase the carpeting themselves. Peter was asked to report back to the Committee with this information at the next meeting.
  - b. Swing Space - Peter Wells advised that Laurel Goodgion had made a suggestion to use the main Library area as a swing space. There are pros and cons to this. Consideration has to be given to money handling, vaults and temporary phone and data hookups. There are cost savings as well as additional costs associated with this suggestion. Motion by Raymond Grasso seconded by Stuart Temple to have Peter Wells work with Town Engineering Staff to do a cost benefit analysis to use the main Library area as swing space for a partial or total move of Town Hall Staff while Town Hall is being renovated. Peter is to bring this analysis to the next Committee Meeting. **All members voted in favor.**

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

#### A. **Expenditures**

1. Barry Associates - App # 2 - \$56,331.85 - Motion by Paul Camarco seconded by Raymond Grasso to approve this payment. **All members voted in favor.**
2. Commercial Heating Supply - Invoice 002-042796 - \$16,750.00 - Motion by Paul Camarco seconded by Raymond Grasso to approve this payment. **All members voted in favor.**
3. Connecticut Chimney - Dated October 27, 2006 - \$600.00 Stuart Temple advised he did not feel comfortable with us paying \$600.00 for the evaluation CT Chimney gave us on the condition of the Flue. Mike Turner reminded him that they were hired to clean the chimney, not evaluate it. Chairman Coombs advised when the chimney was being rebuilt the masons advised there were no cracks in the flue. Motion made by Paul Camarco seconded by Carmen Pace to approve this payment. **All members voted in favor.**
4. Lowe's - Invoice 935565 - \$37.76 Motion made by Raymond Grasso seconded by Stuart Temple to approve this payment. **All members voted in favor.**
5. Lowe's - Invoice 935016 - \$63.13 Motion made by Raymond Grasso seconded by Stuart Temple to approve this payment. **All members voted in favor.**
6. Lowe's - Invoice 933147 - \$32.91 Motion made by Raymond Grasso seconded by Stuart Temple to approve this payment. **All members voted in favor.**
7. Marjam Supply Co - Invoice 4290032.00 - \$114.13 Motion made by Paul Camarco seconded by Raymond Grasso to approve this payment. **All members voted in favor.**
8. National Library Relocations - Invoice 13718 - \$1,435.00 Motion made by Paul Camarco seconded by Raymond Grasso to approve this payment. **All members voted in favor.**
9. Paine's - Invoice 2359616 - \$200.45 Chairman Coombs advised he has a problem paying these bills as the bond shouldn't be responsible for departments throwing away old furniture or shelving. He agreed to pay these invoices but no further invoices. Motion made by Raymond Grasso seconded by Paul Camarco to approve this payment. **All members voted in favor.**
10. Paine's - Invoice 2361264 - \$233.51 Motion made by Raymond Grasso seconded by Paul

Camarco to approve this payment. **All members voted in favor.**

11. Tuthill & Wells - Invoice 3757 - \$55,315.00 - Motion by Paul Camarco seconded by Stuart Temple to approve this payment. **All members voted in favor.**

#### B. Change Orders

1. Barry Associates - Low Water Cut-Offs - \$2,734.36 - Chairman Coombs recommends not approving this change order. When the State Inspector came the first time he picked this up and asked why the valves were put in. Barry did this without consulting with the Architect or Ed Flynn. We should not pay for a change that was not discussed with Town Staff or our consultants. We will probably get another change order for dielectric connectors that they took out that then had to go and put back in. Motion made by Raymond Grasso seconded by Stuart Temple to table this change order. **All members voted in favor.**

#### C. Staff Information

1. October 24, 2006 Letter to Peter Wells - Raymond Grasso advised Tim Tuell provided a lot of discussion on this subject and Tim should be here when the letter is voted on to be sure all his comments were taken into consideration. Motion made by Carmen Pace seconded by Stuart Temple to table this item. **All members voted in favor.** **NOTE:** Raymond Grasso requested copies of this letter be attached to the next agenda.

#### D. Old Business

1. Status of Bids - Peter Wells advised he received the final drawings from Luchini Milford that he has to incorporate with his final drawings. He hopes to have them finalized for a final review by Town Staff tomorrow. He has already had two reviews with Mike Turner and Joe Coombs and incorporated those changes in his current draft. Peter wants to review the boiler plate language on the front end of the bid package with staff. Chairman Coombs wants Town Staff to review the bids one last time before they go out to print. Stuart Temple suggested pre-qualifying the bidders would help. Peter Wells didn't know if this could be done legally done. Mike Turner advised that the State does pre-qualifying but it is no more than being sure if contractor is properly licensed. It was agreed pre-qualifying could be a hindrance. Peter Wells advised the contractor hired has to have good organizational skills to coordinate the various trades, phasing and swing space planning. Raymond Grasso asked if we could go out with a RFQ instead of an RFP. We will be looking to advertise for 30 days to give vendors enough time to prepare proper responses and pricing. Discussions were held on whether we should have bids back before Christmas or not. Raymond Grasso requested if Joseph Merritt's releases the bid packages for us have them mail a set to the Town so we are sure complete packages are being mailed to vendors. It was also requested bidders list their references on the bids as well as a work schedule showing what work will be accomplished; when, with completion dates, and in what order.
2. Construction Status - The boilers should be up and running by the end of this week. The State Inspector has signed off on them.

#### E. New Business

1. None

#### 4. Next Scheduled Meeting:

- A. The next regular scheduled meeting will be Monday November 27, 2006 at 6:00PM in the Public Works Conference Room.

5. **Adjournment:** Motion by Paul Camarco seconded by Raymond Grasso to adjourn. **All members voted in favor.** Meeting adjourned at 7:40 PM.

Paul T. Camarco, Clerk