

WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE MINUTES - MONDAY FEBRUARY 28, 2005

Chairman Coombs called the Meeting to order at 6:07 P.M. in the Public Works Conference Room. Members present were Paul Camarco, Joseph Coombs, Raymond Grasso, Carmen Pace, Stuart Temple and Tim Tuell. Staff Liaison Tony Martino, Mike Turner, Library Director Laurel Goodgion, Library Vice Chairman Gene Grayson and Council Liaison Andy Adil were also present. Committee Member David Edwards was absent. Technology Committee Members Paul Dudley, Bill Giuliano, Brian Clement and Peter Kuzma were also present.

1. Public Comments:

A. None.

2. Approval of Minutes:

A. [Minutes of February 14, 2005 Meeting](#) - Motion by Paul Camarco seconded by Carmen Pace to approve minutes as amended. **All members voted in favor.**

3. Projects for Discussion:

I. Town Wide Radio System

A. Expenditures

1. None

B. Contractor Change Orders:

1. None

C. Old Business:

1. Trott Associates Investigation - Mike Turner advised the Radio Committee met and talked about the draft report. As soon as the report has been finalized a copy will be forwarded to this Committee's members.

D. New Business:

1. Mike Turner and Chairman Coombs informed the Committee about a Motorola Report discussed at the Radio Committee Meeting. Because of the interference signals 800 Systems are having with Cellular Signals the federal government has tasked Nextel and Motorola to refine the signal band. As a result of this some radio frequencies will be required to move to a lower frequency. This will require programming changes as well as re-licensing. Costs for these expenses will be borne by Motorola and Nextel. The Feds have divided the country into regions and the first region to be addressed is the Northeast Region. A handout will be in Committee Member's next agenda packet.

E. Staff Information:

1. Radio Salvage Status - Mike Turner advised the sales are done. Fred's final report and check are in the mail to us.

II. Town Hall & Library Renovations:

A. Expenditures

1. Nutmeg Companies - App No. 4- \$166,528.86.00 - Motion by Paul Camarco seconded by Stuart Temple to approve payment. **All members voted in favor.**
2. Associated Security Corp - Invoice 90025 - \$125.00 - Motion by Paul Camarco seconded by Raymond Grasso to approve payment. **All members voted in favor.**
3. True Value Hardware - Invoice 45468 - \$7.68 - Motion by Raymond Grasso seconded by Stuart Temple to approve payment. **All members voted in favor.**
4. True Value Hardware - Invoice 45867 - \$49.45 - Motion by Raymond Grasso seconded by Stuart Temple to approve payment. **All members voted in favor.**
5. True Value Hardware - Invoice 45868 - \$2.58 - Motion by Raymond Grasso seconded by Stuart Temple to approve payment. **All members voted in favor.**
6. True Value Hardware - Invoice 46118 - \$5.76 - Motion by Raymond Grasso seconded by Stuart Temple to approve payment. **All members voted in favor.**
7. True Value Hardware - Invoice 46394 - \$94.99 - Motion by Raymond Grasso seconded by Stuart Temple to approve payment. **All members voted in favor.**

8. Szewczak Associates - Invoice 9797 - \$340.00 - Motion by Stuart Temple seconded by Raymond Grasso to approve payment. **All members voted in favor.**

B. Change Orders

1. PCO #9REV1 - Install Isolation Valves - \$7,462.12 - The mechanical engineer has reviewed this change order and agrees with the expenditure and amount. Motion by Paul Camarco seconded by Raymond Grasso to approve Change Order. **All members voted in favor.**
2. PCO #26 - Electric Hand Dryers - (\$2,470.17) - Motion by Paul Camarco seconded by Stuart Temple to accept this Change Order credit. **All members voted in favor.**
3. PCO #3 - Install 225 Amp Main Lug Panels - \$5,293.23 - Chairman Coombs advised Mr. Luchini and Fred Valente agree with the need for this change order. Stuart Temple questioned the unit price on the circuit breakers. Motion by Paul Camarco seconded by Raymond Grasso to approve this Change Order. **All members voted in favor.**
4. PCO #22RE1 - Lower Level Toilets - \$25,938.81 - Mike Turner advised this is the Change Order we tabled last month when it came in at \$35,000. This revised Change Order is the final negotiated scope of work and price. (NOTE: The cover sheet shows an amount of \$25,390.00 while the supporting data attached shows a total of \$25,938.81). Motion by Tim Tuell seconded by Paul Camarco to deny the additional 30 days to complete the work language. **All members voted in favor.** Motion by Tim Tuell seconded by Paul Camarco to approve the Change Order in the amount of \$25,938.81. **All members voted in favor.**

C. Staff Information

1. Construction Progress - Updated Schedule - Within the Commission member's packets was a revised schedule of events from Nutmeg. Chairman Coombs advised this was for information only as it had not been reviewed or accepted yet. The schedules had arrived on Friday and the Chairman wanted Committee members to have a copy for review prior to today's meeting. There are corrections required that will be brought out at Wednesday's job meeting. The schedule does not include the work that has to be accomplished at the Community Center. This schedule is not for general distribution until it is corrected. Motion by Tim Tuell seconded by Paul Camarco to accept this schedule as information only. **All members voted in favor.** Tim Tuell requested a Color Code Legend be included in the schedule. The current schedule shows the project being completed 11/4/05. This is 30 days beyond the contract completion date and improperly inserted.

D. Old Business:

1. Small Cities Grant - Mike Turner advised Dale Kroop would be forwarding an updated report to us. There are still some pieces of information needed to complete the STEAP Report.
2. Technology Committee - Paul Dudley, Brian Clement, Bill Giuliano and Peter Kuzma were present to represent the Technology Committee. Brian Clement was concerned that they have heard nothing from this Committee and wanted to be sure the networking needs of town staff were taken into consideration. The Technology Committee has developed a Strategic Plan for the Town, BICSI Standards and Network Standards. Their plans and standards have been approved by the Town Council and should be followed. Brian was concerned that the technology needs for the Town Council, Homeland Security and Town Departments for the present and future were taken into consideration. Chairman Coombs and Mike Turner advised that CCCI had been contracted to do a preliminary needs assessment to get a budget number for the bond referendum They reminded the Technology Group that in Phase 1 there was no plan for technology and in Phase 2 there would be. We are now at the point of meeting with Town Staff. We will probably hire a consultant to do the needs assessment for us. The main thing we want to do is get the necessary conduits in to meet current and future needs. The architect will determine where the jacks are required per the users needs. Brian Clement advised he has a concern with CCCI as a consultant as they only recommended one room in each building instead of a room on each floor for network hookups. Mr. Coombs advised the Technology Group that when they were formed he was of the assumption they would develop the needs assessment and have a budget for technology. He understood their first priority was to look at the BOE requirements. Chairman Coombs advised that now that the Phase 2 bond has passed the architect has added space in the lower level for data processing, moving them

from the second floor to the lower level. A needs assessment will be made as to what equipment is to be moved with them (i.e. Phone and network equipment). Chairman Coombs advised he and Mike Turner met with Dick Fippinger last week to determine his needs for Homeland Security. They were advised he has a budget of approximately \$30,000 and is looking for a matching grant for another \$30,000. Chairman Coombs has talked to the Manager and Mayor on the needs for the Council Chambers. He will also talk to Council members for their input. A new dais will be built for them with handicap accessibility. They are again looking at a semi-circle design effect with a podium in the middle. The dais will have space for at least twelve people. At each individuals station will be hookups for phone, radio, microphone and computers. Staff will develop needs assessment and Data Processing, this Committee and the Technology Committee will review the results.

NOTE: At 7:45PM The Technology Committee and Paul Dudley left.

E. New Business:

1. Discussion "New Bond Work" - Chairman Coombs advised now that we are in the final stages of Phase 1 we are looking at Phase 2 items that should be done before the finish work is done to Phase 1. Fire Sprinklers is an example. The thing we have to watch out for is not breaking up Phase 2 into to many small parts now to avoid a good quote on the total Phase 2 Project. Peter Wells is working on preliminary drawings for the outside of the building.
2. Phase 2 Fire Sprinkler Bid - The bid for this project is due to close and opened tomorrow. Three firms were handed the bids and six firms mailed bid packages.
3. Furniture - Chairman Coombs advised a major corporation, offering us free used modular furniture, has contacted the Town. Mr. Coombs showed members pictures of the furniture and layout possibilities. Laurel Goodgion advised the Library would be interested in the furniture. Mr. Turner had arranged for a site visit tomorrow, He Mr. Coombs and Mrs. Goodgion would go look at the furniture. Chairman Coombs advised the Town would have a short lead-time to get the furniture out of the corporation's location. Laurel advised she would need storage for her shelving. He asked the Committee to authorize him to spend a reasonable amount to obtain storage for this equipment. Motion by Paul Camarco seconded by Stuart Temple to authorize Mr. Coombs to obtain storage at a reasonable price for this furniture. **All members voted in favor.**

At this point 7:55 P.M Chairman Coombs asked all but the Committee members to leave.

Mr. Coombs then went over the status of the covered walkway between the Library and Town Hall. The architect advised that the walkway foundation walls have to come out. He first gave the Contractor a chance to try and find a way to remedy he situation. This item will be reviewed at Wednesdays Contractor's meeting.

Elevator Pit. Mr. Coombs then went over the status of the elevator pit and the fact EnviroScience did air quality checks while the contractor was removing the dirt. There were no bad readings and the contractor's staff detected no foul odors. Mr. Coombs offered to bring the members downstairs to show them the progress on the pit after adjournment.

4. Next Scheduled Meeting:

A. The next regularly scheduled meeting will be Monday March 14, 2005 at 6:00PM in the Public Works Conference Room.

- 5. Adjournment:** Motion by Paul Camarco seconded by Raymond Grasso to adjourn. Meeting adjourned at 8:05 PM. **All members voted in favor.**

At this time Committee members went to the lower level to review the work progress to date.

Paul Camarco, Clerk