

WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE AMENDED MINUTES - MONDAY December 12, 2005

Chairman Coombs called the Meeting to order at 6:00 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 and Library Director Laurel Goodgion were also present. Committee Member David Edwards was absent.

Today is day 434 of the project.

1. Public Comments:

A. None.

2. Approval of Minutes:

A. [Minutes of November 21, 2005 Special Meeting](#) - Motion by Stuart Temple seconded by Paul Camarco to approve minutes. **All members voted in favor.**

3. Projects for Discussion:

I. Town Wide Radio System

A. Staff Information

1. Mike Turner advised that Trott Associates is in Town today and tomorrow (Dec 12th and 13th), and will start driving around Town conducting coverage testing. They will start the budget process per Nextel's rebanding requirements. Fred Martin and Motorola will also be here and involved in the process.

II. Town Hall & Library Renovations - Phase 1:

A. Expenditures

1. Community Resource Mgt - Invoice 13 - \$262.50 - Motion by Raymond Grasso seconded by Paul Camarco to approve payment. **All members voted in favor.**
2. Paine's Inc - Invoice 2320667 - \$395.57 - Motion by Paul Camarco seconded by Stuart Temple to approve payment. **All members voted in favor.**
3. Special Testing Labs - Invoice 19492 - \$647.50 - Raymond Grasso questioned why this work was scheduled on a holiday and if it was essential work requiring someone come in on a holiday. The test was on welding for the canopy frame. Based on what has been done since the holiday members questioned the need for the test on a holiday. It was requested Nutmeg be advised if this happens again they will be held responsible for paying the holiday rate. Motion made by Stuart Temple seconded by Raymond Grasso to approve payment. **All members voted in favor.**

NOTE: Prior to reviewing Nutmeg's requisition Item 3IIC3 was discussed out of order.

4. Nutmeg - Req. # 14 - \$134,286.54 - Mike Turner advised that the packet copies of the application were from fax copies. Peter Wells has the original and had signed off on it and is forwarding it to us. Mike has copies of the appropriate lien waivers and backup sheets. The sub-contractors noted in Dale Kroop's December 6th letter (Item 3IIC3 below) are not included on this payment request. All requirements made at the last meeting for processing Nutmeg's payments have been met. Motion made by Stuart Temple seconded by Carmen Pace to approve payment. **All members voted in favor.**

B. Change Orders

1. None - Chairman Coombs advised there are a couple of change orders in the works. One was for the T&M work the Committee authorized him to proceed with last meeting. There will be a change order for replacing exit signs we are awaiting a price from the vendor. There is a change order coming to fix the leak on the sally port near Bonnie's office. The contractor has to cut a trench and fill it with hot tar. They were planning to use driveway sealer but we want something that will last thru this winter. There will be a \$5,000 allowance to apply against this change order.

C. Staff Information

1. Budget Report November 22, 2005 - Motion by Tim Tuell seconded by Raymond Grasso to accept this as information. **All members voted in favor.**
2. Updated Change Log - Motion made by Raymond Grasso seconded by Paul Camarco to accept this as information. **All members voted in favor.**
3. Dale Kroop December 6, 2005 Letter to Bonnie Therrien - Mike Turner advised that the two items in the letter had to do with subcontractors. Baystate had one apprentice working on the project. These items have now been cleared up. Motion 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 the contractor is making progress, not satisfactory progress. We are driving them to complete this end of the building to get them into the Library. When they get into the Library we expect them to be finished with this side of the building with no reason to come to Town Hall side. The canopy roof should have been covered with a tarp before the storm. The contractor is waiting for a drawing from the architect on how to install the gutters and downspouts on the canopy. Today they started on the door opening to Finance. The last cutout on the second floor is the window into Engineering/ Building Inspection. We are waiting for a signoff from the Engineer regarding load bearing before we let them cut the wall. Tomorrow or Wednesday the flooring contractor will be installing the carpeting and stair treads in the Town Hall stair towers. They are working on two punch list items for the elevators. Mike Turner has spend a lot of time on keying. The contractor is changing locks before people get to work and then we have to follow up giving them keys to get in their offices. Chairman Coombs advised for the Library portion of the work he and Mike Turner will drive the process and coordinate the work with Laurel.

Tim Tuell asked about hiring a Clerk of the Works to oversee the contractor to get them onto a schedule. Chairman Coombs advised he would have to check with the Bond Attorney to see if we could spend the money on one. He also advised the Clerk of the Works is just a monitor and has no authority, so he's not sure if the money would be well spent. Raymond Grasso asked if the problem was the Town has no authority under the current contract to dictate schedules to the contractor or the fact the Town does not have staff to oversee the monitoring, If it's the later maybe we should hire someone. When the bids go out for Phase 2 work language will be added to strengthen the language on schedules. Tim Tuell advised we have to look at the problems we have under Phase 1 and be sure they are addressed so they won't be incurred in Phase 2. Question was asked why the School Building Committee could control the schedule for the Contractor while we can't. Mike Turner advised the School Project was done with the Town hiring contractors with a Construction Manager overseeing the project. It is the Construction Manager's job to set the schedule and make sure it is adhered too. Our project was too small to warrant a Construction Manager. We went with hiring a General Contractor and it is his job to set the schedule and do the work. He hires sub-contractors as needed. Raymond Grasso asked since we are past the date of completion on the schedule provided by the contractor why can't we consider the contract null and void and renegotiate adding language to increase our oversight of the schedule? Paul Camarco requested the Town Attorney be invited to the next meeting to discuss these issues, specifically the damages portion of the contract. Tim Tuell asked that the Bond Attorney be contacted to see if funds can be used to hire a Clerk of the Works. Tim Tuell asked when the Town Staff will move into the lower level of Town Hall. Mike Turner advised we don't have a definite date but assume it will be around the first of the year.

E. New Business:

1. None

III. Town Hall / Library Renovations - Phase 2

A. Expenditures

1. CCCI - Invoice 000004 - \$110.00 - Motion made by Raymond Grasso seconded by Paul

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

2. Home Depot - Invoice 6024906 - \$98.06 - Motion made by Raymond Grasso seconded by Stuart Temple to approve payment. **All members voted in favor.**
3. Home Depot - Invoice 7025922- \$101.76 - Motion made by Raymond Grasso seconded by Stuart Temple to approve payment. **All members voted in favor**
4. Home Depot - Invoice 9069459 - \$139.84 - Motion made by Raymond Grasso seconded by Stuart Temple to approve payment. **All members voted in favor**

B. Change Orders

1. None

C. Staff Information

1. None

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 Tuesday December 27, 2005 at 6:00PM in the Public Works Conference Room.

5. **Adjournment:** Motion by Raymond Grasso seconded by Stuart Temple to adjourn. Meeting adjourned at 6:45 PM. **All members voted in favor.**

Immediately after the meeting Committee Members were taken downstairs and shown progress on construction.

Paul Camarco, Clerk