

WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE MINUTES - MONDAY FEBRUARY 9, 2004

Chairman Coombs called the Meeting to order at 6:05 P.M. in the Library Meeting Room. Members present were Joseph Coombs, David Edwards, Raymond Grasso, Carmen Pace, Stuart Temple and Tim Tuell. Staff Liaison Tony Martino, Bonnie Therrien, Mike Turner and Library Director Laurel Goodgion were also present. Committee Member John O'Brien was absent.

1. Public Comments:

- A. Paul Flannery questioned what RAFS meant. Bonnie Therrien advised Radio Assistance Frequency System. It is a radio frequency police from various Towns and Cities talk to each other on during an incident. Mr. Flannery also questioned why the \$150,000 for the elevator was shown in three places on the budget sheet given to Town Council on February 2, 2004. Mike Turner explained the elevator would be paid out of the Small Cities Grant. It was originally in the Renovation grant but transferred to the Police Facility and it's under the Library grant to show matching funds requirements.

2. Approval of Minutes:

- A. [Minutes of January 26, 2004 Meeting](#) - Motion by Raymond Grasso seconded by Tim Tuell to approve minutes. All but one member voted in favor (Carmen Pace abstained).

I. Police Facility

- A. Executive Session - To Discuss Cost Recovery - Motion by Raymond Grasso seconded by Tim Tuell to go into executive session to discuss Cost Recovery for Construction Defaults. **All members voted in favor.** Executive session started at 6:10 P.M. Those Present were Joseph Coombs, David Edwards, Raymond Grasso, Carmen Pace, Stuart Temple, Tim Tuell, Tony Martino, Bonnie Therrien and Mike Turner. Motion by Carmen Pace seconded by Raymond Grasso to end executive session at 6:18 P.M. **All members voted in favor.**

NOTE: No motion or actions were made in executive session that needed to be brought out in public session.

Town Manager Therrien has another meeting to attend. Prior to her leaving Chairman Coombs requested permission to go out of order to allow discussion on a meeting held just prior to this one between Mayor Morin, Bonnie Therrien, Joe Coombs and Mike Turner. It was requested that costs be developed for all non maintenance items listed in Library Director Goodgion's July, 2003 Library Building Problems / Needs. Peter Wells and Luchini / Milfort should review the list, to develop a cost estimate. Deadline for the list is next Tuesday February 17, 2004. The costs will be given for consideration under CIP and possible funding thru our State Legislative Delegation. Motion by Stuart Temple seconded by Carmen Pace to allow Tuthill and Wells and Luchini / Milfort to develop the list and cost estimate. All members voted in favor.

Chairman Coombs then read a February 9, 2004 letter from John O'Brien submitting his resignation from the Committee due to his other Town Responsibilities. Motion by Carmen Pace seconded by Raymond Grasso to accept the letter as information only. The letter will be forwarded to the Town Clerk for processing.

NOTE: Bonnie Therrien left at 6:28 PM

II. Town Wide Radio System

A. Expenditures

1. Lowe's - Invoice 062301387416 - \$11.08 - Motion by Carmen Pace seconded by Raymond Grasso to approve payment. **All members voted in favor.**

B. Contractor Change Orders:

1. None

C. Old Business:

1. Motorola Punch List - Mike Turner advised the next meeting with Motorola would be on February 19, 2004. By then Mike hopes to have guidance from the Town Attorney on how to go forward with the credit request.
2. RFP for Old Radio System Salvage - Mike Turner advised the RFP's are on the street. Five vendors have picked up the packages. He took one vendor down to the old Police area to show him the console and equipment there. The RFP is scheduled for opening next week. The results will be given to this Committee for review. The recommendation for reward to Town Council will come from this Committee.

D. New Business:

1. None

E. Staff Information:

1. Letter from Attorney Boorman regarding taxes - Letter is self-explanatory. Received as information.

III. Town Hall & Library Renovations:

A. Expenditures

1. December 2003 Internal Copies - \$26.16 - Motion by Stuart Temple seconded by Raymond Grasso to approve payment. **All members voted in favor.**
2. January 2004 Internal Copies - \$31.52-- Motion by Raymond Grasso seconded by Carmen Pace to approve payment. **All members voted in favor.**
3. Tuthill & Wells - Invoice 2686 - \$38,412.50- Chairman Coombs advised he asked Peter Wells to resubmit the invoice breaking down the charges between, (1) The Bond (2) The Small Cities Grant and (3) The Library Grant. Motion by Stuart Temple seconded by David Edwards to approve payment upon receipt of the new invoice with the breakdown figures. **All members voted in favor.**
4. Community Resource Management LLC - 2/3/04 - \$375.00- Motion by Carmen Pace seconded by Raymond Grasso to approve payment. **All members voted in favor.**
5. Hartford, Courant - Ref. No. E1242958 -\$145.62- Motion by Carmen Pace seconded by Tim Tuell to approve payment. NOTE: Chairman Coombs requested copy of ad be included with future invoices. **All members voted in favor.**

B. Project Status:

1. Review Schematic Design Plans - Chairman Coombs advised the plans attached to the agenda were the plans given to the Town Council at their February 2, 2004 meeting. Joe went over what transpired at the Town Council Meeting. Chairman Coombs then opened the floor to questions by Committee Members. Stuart Temple questioned the number of meeting rooms and amount of meeting space after the renovation. Mike Turner advised he is preparing a memo to Town Council regarding the number of seats and room. Laurel Goodgion estimates the amount of meeting space will double after the renovations. Rooms will be available for groups as small as six and as many as 126. Laurel is writing a letter to the State Library Grant Administer clarifying the number of meeting rooms, seats, computer stations and shelving that will be available after the renovation. Carmen Pace questioned the amount of storage space in the Sally Port area available for storing voting machines. Mike Turner advised there would be space for 28 to 30 machines. The Sally Port is being split into thirds. One Third for sliding shelves to store records, one third for voting machines and one third as an aisle way for a truck to back in to load and unload machines. This aisle area will be used by the voting machine mechanics to work on the machines. Fred Valente has approved the voting machine space requirements. The area that was the firing range will go to Youth Services to store their equipment such as tents, sleeping bags etc. Chairman Coombs then advised in the Capital Improvement Budget for future years were self-checkout stations in the Library as well as material security systems. Laurel explained the need of both. Chairman Coombs requested Laurel Goodgion get him copies of the catalogues for both items so he can give it to the architect to get the electrical requirements included in the mechanical specs. It will be more cost effective to get the electrical conduit in during the renovations instead of doing it after the fact, when the equipment is ordered.

C. Staff Information

1. None

D. Old Business:

1. Raymond Grasso requested that the Small Cities Grant be listed as an agenda item on all future agendas. Tony Martino advised he left it off as an over site. It will be on future agendas.

E. New Business:

1. None

3. Next Scheduled Meeting:

- A. The next regularly scheduled meeting will be Monday February 23, 2004 at 6:00PM in the Library Meeting Room.

4. **Adjournment:** Motion by Carmen Pace seconded by Raymond Grasso to adjourn. **All members voted in favor.** Meeting adjourned at 6:53 P.M.

I hereby certify that the above is a true copy of the minutes approved by the Town Hall Renovations Committee.

John J. O'Brien Jr. Clerk

Michael J. Turner, Staff Liaison