

## **WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE MINUTES - MONDAY FEBRUARY 23, 2004**

Chairman Coombs called the Meeting to order at 6:00 P.M. in the Library Meeting Room. Members present were Joseph Coombs, Raymond Grasso, Carmen Pace, Stuart Temple and Tim Tuell. Staff Liaison Tony Martino and Mike Turner were also present. Committee Member David Edwards was absent.

### **1. Public Comments:**

- A. Paul Flannery had a question on the funds referenced at the February 2, 2004 Town Council Meeting. The Town Council gave approval to move forward. There are various funds available. Mr. Flannery questioned if the Bond funds were split 50 / 50 between the Library and Town Hall? Chairman Coombs advised The Grant Money is specific. The Bond money was already broken down. Funds for the bond can go between the two facilities.

### **2. Approval of Minutes:**

- A. [Minutes of February 9, 2004 Meeting](#) - Motion by Carmen Pace seconded by Raymond Grasso to approve minutes. **All members voted in favor.**

#### **I. Police Facility**

**Note:** The Town Manager was delayed at a meeting and Chairman Coombs requested Executive Session be delayed until Bonnie Therrien arrived. All members agreed. This item was covered after Item III E1.

- A. **Executive Session** - To Discuss Cost Recovery - Motion by Raymond Grasso seconded by Carmen Pace to go into executive session to discuss Cost Recovery. **All members voted in favor.** Executive session started at 6:38 P.M. Those Present were Joseph Coombs, Raymond Grasso, Carmen Pace, Stuart Temple, Tim Tuell, Tony Martino, and Mike Turner. Motion by Raymond Grasso seconded by Stuart Temple to end executive session at 7:02 P.M. **All members voted in favor.** Motion by Raymond Grasso seconded by Carmen Pace to add to the Agenda discussion of the final payment to the La Rosa Group. **All members voted in favor.** Motion by Raymond Grasso seconded by Carmen Pace to accept the Town Manager's recommendation to complete a \$4,000.00 deduct change order for La Rosa and have the vendor submit his requisition for final payment taking the deduction into consideration. **All members voted in favor.**

#### **II. Town Wide Radio System**

##### **A. Expenditures**

1. Martin AG (USA) - Invoice WCT-50-RM - \$1,375.00 - Motion by Carmen Pace seconded by Raymond Grasso to approve payment. **All members voted in favor.**

##### **B. Contractor Change Orders:**

1. Discussion Motorola Equipment Credit - Mike Turner advised the new Town Attorney is looking at the status of the inventory received from Fred Martin and the potential for litigation.

##### **C. Old Business:**

1. Motorola Punch List - Chairman Coombs advised Motorola is still working on the static issue. Mike Tuner advised there would be a meeting with Motorola tomorrow at 2:00 PM to discuss the static and progress made to date.
2. RFP for Old Radio System Salvage - Mike Turner went over his February 17, 2004 memorandum and how he computed his calculations. Mike offered to take the Committee members down to see the old equipment that is stored in the old Police Facility. Raymond Grasso advised it is hard to pick the vendor without knowing the true value of the equipment. Motion by Raymond Grasso seconded by Stuart Temple to recommend Town Council enter into an agreement with Martin AG as stated in their proposal to dispose of the old communications equipment. **All members voted in favor.**

##### **D. New Business:**

1. None

**E. Staff Information:**

1. Mike Turner advised we are in the first year of running the communications equipment. The warrantee will run out in October 2004. In the budget process Mike is developing a Communications Budget. Where the radios are all the same and only programming is required to change the talk groups all Town Communications system will be under one budget and the system overseen by our Data Processing Department and new Town-wide Radio Committee. Surplus equipment will be turned into Data Processing who will reprogram it for use by other departments. The equipment is not proprietary to a given department. The operating budget will include radios, maintenance of towers and shelters. Mike advised the Vol. Ambulance Staff informed him they would be switching to CMED that will free up portables that could be put back into a pool for use by other areas.
2. Chairman Coombs advised that Motorola was hooking up specialty systems like RAFS thru the shelter cutting off the tie thru Town Hall. This should be finished by tomorrow.

**III. Town Hall & Library Renovations:**

**A. Expenditures**

1. None

**B. Project Status**

1. Review Design Development Plans - Chairman Coombs advised there is nothing new to review. The architect is still tweaking plans. Mike Turner advised he should be receiving Electrical, Mechanical and HVAC 90% complete plans this Thursday. Town Staff will need a week to review the plans. Thirty days later the plans should be ready to go out to bid. The goal is to get the bids out the end of March beginning of April. Chairman Coombs advised due to the new legislation on reporting we aren't sure how many contractors will bid this job. Stuart Temple suggested we get the Town Attorney to give an opinion on prequalification per the new state requirements after reviewing how Peter Wells will deal with construction qualifications.

**C. Staff Information**

1. February 17, 2004 Memo to Town Manager - Mike Turner was at the last Town Council meeting to review with Town Council and the Legislators. Most items are included in the Capital Improvement Budget. The dollar figures in this memo have been reviewed by Peter Wells and Luchini & Milfort and found to be correct. Based on the letter there is \$1,500,000 in additional work or needs. The Mayor is working with the State Delegation to see if there is Grant money available to fund some of these projects.

**D. Old Business:**

1. Small Cities Grant - Mike Turner advised the environmental study was completed and filed with DECD. Only activity so far is work by the architect. A drawdown of funds has been requested. The Committee advised they wanted to see quarterly reports only when there is activity. Question rose on when ADA work for Community Center would begin. Mike Turner advised the Architect felt it was better to include Community Center work with the Town Hall work when we go out to bid. Following this procedure will also eliminate tracking two separate sets of prevailing wage scales.

**E. New Business:**

1. State Library Grant Resolution- Chairman Coombs advised the Town Council will take action on this resolution at their next meeting. Wording was taken from the Grant Agreement.

**NOTE:** At this time Mike Turner checked and Town Manager Therrien still wasn't available. She directed Mike to brief the Committee. At this time the Committee went into executive session. See item IA above.

**3. Next Scheduled Meeting:**

- A. The next regularly scheduled meeting will be Monday March 8, 2004 at 6:00PM in the Library Meeting Room.

4. **Adjournment:** Motion by Raymond Grasso seconded by Carmen Pace to adjourn. **All members voted in favor.** Meeting adjourned at 7:05 P.M.

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

Michael J. Turner, Staff Liaison