

## **WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE MINUTES - MONDAY APRIL 26, 2004**

Chairman Coombs called the Meeting to order at 6:03 P.M. in the Library Meeting Room. Members present were Paul Camarco, Joseph Coombs, David Edwards, Raymond Grasso, Carmen Pace, Stuart Temple and Tim Tuell. Staff Liaison Tony Martino and Mike Turner were present. Sey Adil from the Wethersfield Beautification Committee was also present. No Committee Member was absent.

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

- A. Sey Adil spoke on behalf of the Wethersfield Beautification Trust and Men's Garden Club. On March 27, 2004 they forwarded a letter to Chairman Coombs regarding the ramps proposed for the book drop and entrance to the Library. There is an underground oil tank where the book drop ramp is going and a transformer room entrance below where the Library entrance ramp is going. Sey advised he talked to Library Staff and they would much prefer having the book drop closer to the circulation desk. Sey was advised to bring these concerns to the Library Director as she had signed off the drop remaining where it was. Chairman Coombs advised the Architect was aware of where the transformer room was located and was waiting to hear back from Northeast Utilities. Sey recommended the book drop and entrance be moved to the side where the current entrance was to avoid the need for ramps. If ramps are installed Sey questioned the need for handrails. David Edwards advised due to the slope the Town can get away with curbs. On lower level the new walkway back from the Library to Town Hall is unattractive. Sey can see the need for it but not it's appearance. Sey will give this Committee a written copy of his suggestions, which he is also forwarding to Town Council. Chairman Coombs thanked Sey for his comments but noted the function of the Library is paramount in the decision making process.

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

- A. Minutes of April 12, 2004 Meeting - Raymond Grasso advised that the minutes included comments from the Town Council that distorts what he was saying. He requested the minutes be amended to reflect his comments. Motion by Raymond Grasso seconded by Stuart Temple to approve minutes as amended. **All but two members voted in favor (Paul Camarco and David Edwards abstained).**

### **3. Projects for Discussion:**

#### **I. Town Wide Radio System**

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

1. Visionair - Invoice BILL0000002046 - \$19,700.74 - Chairman Coombs advised this invoice was approved and processed for payment by the Police Dept under our code for work accomplished. The new Police Administration was unaware such invoices had to come before this Committee for approval. Tony Martino caught the payment when auditing the MUNIS Finance System. The invoice is being present for approval under the bond as required. Motion by Raymond Grasso seconded by Paul Camarco to approve payment - **All members voted in favor.**

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

1. Discussion Motorola Equipment Credit - Mike Turner advised there is correspondence going back and forth between the Town and Motorola Attorneys.

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

1. Motorola Punch List - Mike Turner advised the last radio to be installed is in the Fire Boat and it should be accomplished this week.

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

1. Chairman Coombs advised the Control Station up in Engineering is down again. Motorola has now agreed to replace it with a new unit.

##### **E. Staff Information:**

1. Motorola Interference Investigation - Mike Turner advised the Motorola Static Investigation Team arrived today. There was a meeting this morning. Two technicians came in from Texas, an Engineer from California and an engineer from Massachusetts. They have loaded up a van with equipment to drive around Town to take measurements on interference. The team will be

here for possible three weeks. There will be another meeting with the Team this Wednesday to get a status update. Mike advised if it was determined the interference was caused by Motorola equipment we would not pay the \$15,000 invoice for their investigation.

2. Radio Salvage Status - Mike Turner advised Fred Martin was here today. He took more equipment back with him to clean up and left some equipment marked junk to be disposed of.

## II. Town Hall & Library Renovations:

### A. Expenditures

1. Community Resource Management - Invoice 4-1-04 - \$300.00 - Motion by Carmen Pace seconded by Stuart Temple to approve payment - **All but one member voted in favor (Ray Grasso abstained).**

### B. Project Status:

1. Chairman Coombs advised the current task is to determine the cost to renovate the full building (Town Hall & Library). Missing pieces are Telephone and Data Processing requirements. Mike Turner advised telecommunications and data requirements are key for the project to work. Chairman Coombs advised how he and Tony Martino had a meeting with the Manager to go over concerns to go out to bid or go to Town Council without telecommunications and data requirements / costs. (**NOTE:** There is a time constraint to get out to bid by April 30, 2004 to meet requirements of Small Cities Grant or loose Grant.) Bonnie advised Rand Associates was currently reviewing telephone requirements and she would make them shift their priority from School requirements to Town Hall Requirements and get the necessary information together for next week. CCCI is listed on the State Bid and we used them for the Police Station. Bonnie authorized Joe Coombs to hire CCCI to develop the data requirements to get the bid out on time. Arrangements were made and both CCCI and Rand Associates came in the same day and were given a tour of the building and the telephone room in the old police area so they could develop their requirements. Both firms were advised answers were needed by the following Wednesday and both said they could meet the deadline. Two numbers were requested from each firm
  - a. Room upstairs in Data processing. Look to feed back up there.
  - b. Use Communications Room downstairs. Also need Communication Room for Library with feed to Communication Room in basement of Town Hall or back up to Data Processing.

Once tonight's meeting is over Chairman Coombs will show Committee Members Communications Room area so they can see what is being planned. Suggestion was made by CCCI to move the Communications Room from it's current location to the Records Room and break into the room behind the records room for expansion. (**NOTE:** In back room main phone line comes into the building), Suggested to move entire Data Processing area and staff plus Phone PBX from Second floor to basement. Existing Communication Room can then be emptied and turned into a records room.

**NOTE:** Raymond Grasso left at 6:55 P.M.

Mike Turner advised the Grant was applied for too soon. The Feds want us to start spending the money or lose it. Motion by Stuart Temple seconded by Paul Camarco to authorize the CCCI Purchase Order. **All members voted in favor.**

### C. Staff Information

1. Peter Wells April 6, 2004 Response to Men's Garden Club - This was for information only. Some of the issues were discussed above under Public Comments with Sey Adil.

### D. Old Business:

1. Small Cities Grant - Mike Turner advised nothing new to report. Discussed above under Project Status.
2. Technology Committee - This item was addressed above under Project Status.

### E. New Business:

1. Discussion - Town Manager Selection of Community Management Resources LLC - Tim Tuell was not clear on this issue. Did this go back to Council for Award? Are they aware that

it was given to an outside firm to manage versus Town Staff? Ray Grasso advised that he talked to Bonnie Therrien and she advised she would have a report ready for next meeting regarding selection of the Grant Administrator. Bonnie advised Ray she hired the firm under her authority as Town Manager.

2. CCCI and Rand Scope of Work - This item was addressed above under Project Status.

4. **Next Scheduled Meeting:**

A. The next regularly scheduled meeting will be Monday May 10, 2004 at 6:00PM in the Library Meeting Room.

5. **Adjournment:** Motion by Paul Camarco seconded by Tim Tuell to adjourn. **All members voted in favor.** Meeting adjourned at 7:07 P.M.

**NOTE:** Members then went over to the old police facility for a tour of the communications room.

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

Paul Camarco, Clerk Pro Tem