

WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE MINUTES - MONDAY JUNE 14, 2004

Chairman Coombs called the Meeting to order at 6:15 P.M. in the Library Meeting Room. Members present were Paul Camarco, Joseph Coombs, Raymond Grasso and Tim Tuell. Staff Liaison Tony Martino and Mike Turner were present. Library Director Laurel Goodgion was also present. Bill Giuliano and Brian Clement from the Technology Committee were also present. Committee Members David Edwards, Carmen Pace and Stuart Temple were absent.

1. Public Comments:

A. None.

2. Approval of Minutes:

A. [Minutes of May 25, 2004 Meeting](#) - Motion by Raymond Grasso seconded by Tim Tuell to approve minutes. **All but one member voted in favor (Paul Camarco abstained).**

3. Projects for Discussion:

I. Town Wide Radio System

A. Expenditures (NOTE: Expenditures could not be approved - no quorum)

1. Raybern Co. Inc. - Invoice 252947 - \$233.35
2. Dime Oil Co - Invoice 5719 - \$70.43
3. United Paint & Wallpaper - Invoice 499106 - \$35.84
4. United Paint & Wallpaper - Invoice 499038 - \$59.74
5. CLS - Invoice S5012175.001 - \$45.76
6. CLS - Invoice S5016954.001 - \$59.74

B. Contractor Change Orders:

1. Discussion Motorola Equipment Credit - Mike Turner advised nothing new to report.

C. Old Business:

1. None

D. New Business:

1. None

E. Staff Information:

1. Motorola Interference Investigation - Mike Turner advised he is scheduling a meeting this Thursday with Fred Martin to go over Motorola's report.
2. Radio Salvage Status - Chairman Coombs advised the console is still in the old dispatch area and needs to be moved out.

II. Town Hall & Library Renovations:

A. Expenditures (NOTE: Expenditures could not be approved - no quorum)

1. Joseph Merritt - Invoice 70166890 - \$1,222.40
2. May 2004 Internal Copies - \$103.92
3. Community Resource Management - Invoice #3 - \$300.00

B. Project Status:

1. Chairman Coombs advised design is complete. Referendum will determine what will be accomplished. Mike Turner advised the qualification statements arrive today from the vendors. Town Attorney John O'Brien will perform vendor background checks.

C. Staff Information

1. Mike Turner's May 11, 2004 Memo to Bonnie Therrien - Cost Estimates for Completing the Work - This item was suppose to be handed out at the last meeting.
2. Mike Turner's May 27, 2004 Letter to Bruce Sheridan - DECD - Self-explanatory
3. Mike Turner's June 1, 2004 Letter Requesting AIA Form 305 from 3 Lowest Vendors - Self explanatory

D. Old Business:

1. Small Cities Grant - Mike Turner advised nothing to report.
2. Technology Committee - Brian Clement advised the Technology Committee has been reviewing the needs of the Library. They have concerns there is only one network closet on

the Library side. They feel a closet is needed on each floor. They have not however calculated the distances to see if one closet would work. Their concern is for future needs in the Library and running cables in the future. Chairman Coombs advised there is one closet planned on the Library side to meet the Library 's needs. It will be connected to the Communications Room that will be in the middle of the old police facility. The Technology Committee has not yet looked at Town Hall requirements.

E. New Business:

1. Bid Review Process / Interviews - Chairman Coombs advised we need to hear back from John O'Brien and the Referendum before moving forward. Also material cost - steel, plywood and concrete have gone up dramatically since the bond estimate was established. Mike Turner suggested setting up interviews for next meeting. There are three vendors to interview. Once the interviews are accomplished and the background checks completed the referendum results would be known. Ray Grasso suggested if we are going to do interviews next meeting we start them at least a half hour after the start of the meeting so we can go over the vendors backgrounds prior to the interviews. Tim Tuell requested we poll the members to be sure we have a quorum at the meeting. (**Note:** Tim will not be available on June 28th). Chairman Coombs questioned Laurel Goodgion on the status of a letter from the Library Board Chairman stating that the \$50,000 donation from the Board's account was for renovations to the Library with no strings attached (Special requirements). Laurel advised the money was donated to be sure the matching funds to meet the \$400,000 Library Grant were met. Laurel will remind Greg Curtin to get Chairman Coombs the aforementioned letter.

III. Police Facility

A. Expenditures (NOTE: Expenditures could not be approved - no quorum)

1. Jacunski & Humes - Invoice 159 - \$455.40

4. Next Scheduled Meeting:

- A. The next regularly scheduled meeting will be Monday June 28, 2004 at 6:00PM in the Library Meeting Room.
5. **Adjournment:** Motion by Raymond Grasso seconded by Paul Camarco to adjourn. **All members voted in favor.** Meeting adjourned at 6:45 PM.

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

Paul Camarco, Clerk