

WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE MINUTES - MONDAY JULY 26, 2004

Chairman Coombs called the Meeting to order at 6:00 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. Library Director Laurel Goodgion and Asst. Town Attorney John O'Brien were also present. No Committee Member was absent.

Executive Session - Pending Litigation - Motion by Paul Camarco seconded by Tim Tuell to go into executive session at 6:02 PM. **All members voted in favor.** **NOTE:** Stuart Temple arrived at 6:05 PM. Motion by Raymond Grasso seconded by Paul Camarco to come out of executive session at 6:40 PM. **All members voted in favor.**

1. Public Comments:

A. None.

2. Approval of Minutes:

A. [Minutes of July 12, 2004 Meeting](#) - Motion by Raymond Grasso seconded by Stuart Temple to approve minutes. **All but two members voted in favor (Paul Camarco and Stuart Temple abstained).**

3. Projects for Discussion:

I. Town Wide Radio System

A. Expenditures

1. Martin AG (USA) - Invoice WCT-06-SM - \$3,057.48 - Motion by Raymond Grasso seconded by Paul Camarco to approve payment from operating budget. **All members voted in favor.**
2. Martin AG (USA) - Invoice WCT-26-REG - \$712.50 - Motion by Carmen Pace seconded by Paul Camarco to approve payment. **All members voted in favor.**
3. Martin AG (USA) - Invoice WCT-29-PM - \$5,000.00 - Motion by Paul Camarco seconded by Raymond Grasso to approve payment. **All members voted in favor.**
4. Martin AG (USA) - Invoice WCT-30-PM - \$5,000.00 - Motion by Paul Camarco seconded by Raymond Grasso to approve payment. **All members voted in favor.**
5. Martin AG (USA) - Invoice WCT-27-REG - \$1,587.50 - Motion by Paul Camarco seconded by Carmen Pace to approve payment. **All members voted in favor.**

B. Contractor Change Orders:

1. Discussion Motorola Equipment Credit - Mike Turner and Chairman Coombs advised there was nothing new to report.

C. Old Business:

1. None

D. New Business:

1. None

E. Staff Information:

1. Motorola Interference Investigation - Mike Turner advised there is a Town-wide Radio Committee tomorrow night. The Study Town Council authorized Motorola to determine the cause of the static revealed the Nextel and Verizon antennas on Executive Square needed filters. The study also provided our Radio Consultant with the data to determine the radio system was not running at optimum power. This will be discussed with Motorola at tomorrow night's meeting.
2. Radio Salvage Status - Mike Turner advised that Fred Martin has sold some of the equipment. Fred Martin asked what method of accounting did the Town want for the sale. Mike advised Fred to bring the checks to us and we would deposit them and then cut him his commission check for the sales.

II. Town Hall & Library Renovations:

A. Expenditures

1. Joseph Merritt - Invoice 10483110 - \$1,407.63 - Motion by Stuart Temple seconded by Raymond Grasso to approve payment. **All members voted in favor.**

2. Joseph Merritt - Invoice 10489040 - \$547.70 - Motion by Stuart Temple seconded by Raymond Grasso to approve payment. **All members voted in favor.**
3. Joseph Merritt - Invoice 10514720 - \$401.60 - Motion by Stuart Temple seconded by Raymond Grasso to approve payment. **All members voted in favor.**
4. Joseph Merritt - Invoice 10514990 - \$57.56 - Motion by Stuart Temple seconded by Raymond Grasso to approve payment. **All members voted in favor.**
5. Joseph Merritt - Invoice 10515890 - \$31.58 - Motion by Stuart Temple seconded by Raymond Grasso to approve payment. **All members voted in favor.**
6. Joseph Merritt - Invoice 10478680 - \$301.19 - Motion by Stuart Temple seconded by Raymond Grasso to approve payment. **All members voted in favor.**
7. Joseph Merritt - Invoice 10515580 - \$58.12 - Motion by Stuart Temple seconded by Raymond Grasso to approve payment. **All members voted in favor.**
8. Joseph Merritt - Invoice 10516040 - \$48.70 - Motion by Stuart Temple seconded by Raymond Grasso to approve payment. **All members voted in favor.**
9. June 2004 Internal Copies - \$121.80 - Motion by Raymond Grasso seconded by Stuart Temple to approve payment. **All members voted in favor.**

B. Project Status:

1. Bond Referendum passed and the next step is to select the contractor.

C. Staff Information

1. Review of Technology Committee Network Infrastructure Standards - Chairman Coombs advised the Town Council asked our Committee and the Schools Projects Building Committee to review the CT Community - Technical Colleges Network Infrastructure Standards. These Standards are guidelines and not mandatory. In the case of Town Hall and the Library the Architect has found a space on the second floor in the lobby area that will meet the needs of the full building as verified by our consultant CCCI.

NOTE: Tim Tuell left at 7:00 P.M.

Chairman Coombs advised we would use the guidelines where we can. The Standards show a smaller cabling that does not meet current computer needs. If the Town Council approves another Phase of the Project we would look to move Paul Dudley and the Data Processing Staff and network equipment into the Ground Level to consolidate and provide expansion for the networks. Laurel Goodgion is concerned that all the Internet Connections for all the rooms aren't be taken into consideration. Chairman Coombs advised the Architect is planning for all the jacks, but not the connections.

D. Old Business:

1. Discussion on Contractor Interviews - Motion by Raymond Grasso seconded by Stuart Temple to table the selection of the Contractor pending receipt of additional information. **All members voted in favor.**
2. Small Cities Grant - Mike Turner advised that he has corresponded with DECD that the referendum passed and that the Committee is reviewing Contractor selections.
3. Technology Committee -. Laurel Goodgion advised that the Committee hasn't met in a month. Their next meeting is scheduled for August 6th. They are looking at a Strategic Plan for the Town. The final report from Rand (Phone Consultant) was that the Library should have a separate phone system which would cost approximately \$300,000. The Technology Committee is looking at Voice over IP, which is not recommended by the Consultant.

E. New Business:

1. Laurel Goodgion asked if a timeline had been developed for Town Hall and the Library. Residents are requesting this information. Chairman Coombs advised construction would take approximately one year. The first six months for the Town Hall followed by six months for the Library Side. This could change based on the scheduled by the Contractor Selected.

4. Next Scheduled Meeting:

- A. The next regularly scheduled meeting will be Monday August 9, 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 7:10 PM.

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

Paul Camarco, Clerk