

WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE MINUTES - MONDAY SEPTEMBER 27, 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 and Tim Tuell. Staff Liaison Tony Martino, Mike Turner, Library Director Laurel Goodgion and Library Board Vice Chairman Gene Grayson were also present. Committee Member Stuart Temple was absent.

1. Public Comments:

A. None.

2. Approval of Minutes:

A. [Minutes of September 13, 2004 Meeting](#) - Motion by Raymond Grasso seconded by Carmen Pace to approve minutes. All members voted in favor.

3. Projects for Discussion:

I. Town Wide Radio System

A. Expenditures

1. None

B. Contractor Change Orders:

1. Discussion Motorola Equipment Credit - Mike Turner advised that Motorola is still trying to intertwine the interference problem in with the equipment credit and they are two separate issues. Chairman Coombs agrees.

NOTE: Paul Camarco arrived at 6:05 PM.

Discussions were then held regarding the system optimization. The system was originally optimized by Motorola's standards. The system has since been re-optimized by Fred Martin's standard, which were based on analytical calculations.

NOTE: David Edwards arrived at 6:07 PM.

C. Old Business:

1. None

D. New Business:

1. Mike Turner advised that the Town is entering into an agreement with Sprint to go onto the Tower at Fire House 3. They will be paying the Town \$2,200.00 a month to be on the Tower. This will give us three vendors at Fire House 3 (Sprint, Verizon and AT&T). Verizon has been paying us since December for a spot at 250 Silas Deane but has not installed their antennas as yet. Nextel is looking to go on the Tower at 250 Silas Deane and Chief Cetran wants to negotiate phones for all his police staff within the agreement. Discussions were held and members agreed that the original intent agreed to with Town Manager Erdmann and the Town Council was that all leasing revenues received from tower vendors would be used to offset the costs of maintaining the system (annual tower maintenance is required). The Radio System is a Town Wide System and does not belong to one Department. No funds should be deviated to one department to meet their individual needs or all departments will come looking for funds to meet their needs.

E. Staff Information:

1. Motorola Interference Investigation - Mike Turner went over John Zaleski's September 17, 2004 letter to Bonnie Therrien regarding the interference problem (handed out at meeting). Mike advised we still have static and Motorola is swapping out the microwaves on the towers. At the same time they will be switching out the Tower antennas that were never connectivity tested.
2. Radio Salvage Status - Fred Martin is still trying to dispose of equipment.

II. Town Hall & Library Renovations:

A. Expenditures

1. John Watts Associates - Invoice 65236 - \$782.60 - Motion by Paul Camarco seconded by Carmen Pace to approve payment. All members voted in favor.

B. Project Status:

1. Chairman Coombs advised last Thursday September 23, 2004 there was a pre-construction meeting with the contractor and architect. Staff did a walkthrough of the site with the contractor. The contractor expects to be on board starting Monday October 4, 2004. Within the packets was a broad schedule for accomplishing the project. The contractor was asked to overlay phases and not wait to complete one phase before starting the next. Mike Turner advised the first things we would be looking to have accomplished was Hazmat Work, moving the Health District to the Town Hall Meeting Room, relocating the Main Entrance to the Library and fixing the Library chimney. Chairman Coombs advised the biggest challenge would be keeping the expense reporting separated between bond, small cities and grant funds.

C. Staff Information

1. Mike Turner handed out a "Record of Pre-Construction Conference form that was completed regarding the September 23, 2004 Meeting. This form is for information only.

D. Old Business:

1. Small Cities Grant - No report - Mike Turner advised a copy of the Record of Pre-Construction Conference form was forwarded to Small Cities.
2. Technology Committee - No report. Mike Turner advised the Committee has started working on a Long Range Technology Plan for the Town, Board of Ed and Library.

E. New Business:

1. Nutmeg - Draft Schedule - Discussed in item 3IIB1 above.

4. Next Scheduled Meeting:

- A. The next regularly scheduled meeting will be Tuesday October 12, 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 6:30 PM.

NOTE: Tim Tuell commented that this is the Committee's quickest meeting on record.

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

Paul Camarco, Clerk