

WETHERSFIELD POLICE FACILITY BUILDING COMMITTEE & TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE MINUTES - TUESDAY October 14, 2003

Chairman Coombs called the Meeting to order at 6:24 P.M. in the Library Meeting Room. Members present were Joseph Coombs, John O'Brien, Carmen Pace, Stuart Temple and Tim Tuell. Staff Liaison Tony Martino and Michael Turner were also present. Fred Martin from Martin AG was also present. Committee Member Raymond Grasso was absent.

Prior to starting Chairman Coombs requested a motion to go out of agenda. Motion by Carmen Pace seconded by Tim Tuell to go out of agenda. **All members agreed.** Chairman Coombs advised that deceased member Louis DelMastro had served as Vice-Chairman of the Committee and to fill that vacancy he was appointing Tim Tuell Vice-Chairman Pro-Tem if he would accept the position. Mr. Tuell accepted.

Note: John O'Brien arrived at 6:25 PM

Member Carmen Pace asked if the position could be made permanent. The Chairman advised if that was the will of the members present that Tim Tuell could be nominated and elected to that position. Hearing no opposition, the Chairman opened the meeting to nominations for the position of Vice-Chairman. Tim Tuell was nominated by John O'Brien and seconded by Carmen Pace; those present elected Tim Tuell unanimously.

1. Public Comments:

A. None

I. Police Facility

A. Approval of Minutes:

1. [Minutes of September 22, 2003 Meeting](#) - Motion by John O'Brien seconded by Carmen Pace to approve minutes as amended. **All members voted in favor.**

B. Expenditures:

1. Jacunski & Humes - Invoice 267 - \$271.98 - Chairman Coombs advised this is for Steve Durkee's services at the generator test on Sept 30, 2003 which was outside of the scope of his contract. Motion by Carmen Pace seconded by John O'Brien to approve payment. **All members voted in favor.**

C. Contractor Requisition For Payments:

1. Commercial Flooring - App. No. 7 - \$2,629.27 - Motion by Tim Tuell seconded by John O'Brien to approve payment. **All members voted in favor.**

D. Police Facility Construction Status:

1. Construction Status - Chairman Coombs advised construction is done. The only remaining issue is replacement of four door locks by the manufacturer. They were supposed to be back last week to correct the problem but haven't arrived yet. Joe will follow up on this.
2. Financial Report - No Report
3. Change Orders: - None

E. Staff Information:

1. None

F. Old Business (Tabled)

1. Bristol Crane - Chairman Coombs advised there was nothing new to report. Joe went over what transpired with Bristol Crane for the benefit of new member Stuart Temple.

G. New Business

1. Diane Fitzpatrick Letter of Resignation - self-explanatory. Chairman Coombs advised Diane called him at home before the release of this letter notifying him of her resignation. The Town Council has accepted Diane's resignation but has not named a replacement to this Committee yet.

II. Town Wide Radio System

A. Approval of Minutes

1. [Minutes of September 22, 2003 Meeting](#) - Motion by Carmen Pace seconded by John O'Brien to approve. **All members voted in favor.**

B. Expenditures

1. Anchor Electric Contractors - App. No. 2 - \$32,775.00 - Chairman Coombs requested this item be kept tabled. Tentatively there is to be an inspection of the work at Callahan and Fire House 3 on Thursday October 16, 2003. Once we find everything was installed properly we can approve payment.
2. Dime Oil - Invoice 7212861K - \$126.07 - Chairman Coombs advised this is the first of two invoices to fill up the generators. The Committee pays for the initial fill ups and subsequent fill ups are paid by Town budget. Motion by Stuart Temple seconded by John O'Brien to approve payment. **All members voted in favor.**

C. Contractor Change Orders:

1. None

D. Old Business

1. Construction Progress:

a. Shelters / Site Work -

1. 250 Silas Deane Highway -
2. Fire House 3 -
3. Callahan Tower -

Mike Turner advised all three shelters are up and running. The generators at Callahan and Firehouse 3 still need final inspection that is tentatively scheduled for Thursday October 16, 2003. This is not keeping the system from working.

- b. Radio Infrastructure -. Mike Turner advised the structure is in place. In item IIE1 the System has been accepted and signed off by all three Chiefs (Fire, Police & Volunteer Ambulance). As of today the last remainder of the old system was disconnected. The phone hookup of the old system from Town Hall to the Rocky Hill Veteran Home Transmitter was disconnected. The old system is officially off line now.

- c. Mobile / Portable Radios -Mike Turner advised there are a small number of mobiles to be installed (Town Manager, Fire Marshal and Animal Control Officer). These radios are being installed this week.

E. New Business

1. Radio System Acceptance - October 1, 2003 / Chief Signoff - self- explanatory.
2. MTUG Meeting - October 29, 2003 - Mike Turner advised there was a user group of trunked users being formed in Nashua New Hampshire. Mike Turner, Lt. Tom Dillon, Tom Hemphill and Fred Martin will be going to the meeting on October 29, 2003.
3. Authorization for Purchases (Thru Fred Martin) - Fred Martin explained each item below:
 - a. Celware Inverted Antenna - 2 required - \$1,895.00 - This is for mounting brackets on the monopole at the Police Facility. There are five brackets needed to attach the antennas for Intercity and Mutual Aid. Only three brackets were received with the tower.
 - b. Celware Jumpers - 4 required - \$158.00 - These are right angles for the mounting brackets in item, IIE3a above.
 - c. UHF Base Antenna - 1 required - \$422.00 - Antenna Base needed for the State Police Low Band RAFS System.
 - d. Authorize Antenna Test - Martin AG - \$250.00 - Fred tested the antenna that came off of Firehouse 3 and it was in good condition to use on one of the other buildings.
 - e. Authorize Fred Martin to License 800 Mhz control stations at Town Hall. 100 Marsh Street and Firehouses - Any antenna over 6.1 meters (20 feet) needs to be licensed. Fred needs to do the paperwork to get us licenses for the base station antennas for Town Hall, 100 Marsh Street and the Firehouse to keep us legal with FCC.

Items a thru c can be purchased for us by Fred Martin and we will receive his trade discount where we would pay full price by buying it thru a vendor like Motorola. Items d and e are normal items outside his current contract but within a scope of work that he can perform for

us. Fred will check with his vendors to see if they would be willing to give the Town the trade discount he receives if we bought direct, but couldn't guarantee they would. Stuart Temple felt awkward for us to purchase something thru our consultant even though we would save money in the process (conflict of interest concern). Question was raised why we didn't know about this need in the past. Fred Martin advised he was made aware of the State Police low band and RAFS two weeks ago. This came to light when the incident at Marshals a week ago Friday where an individual flung a coat rack at a Police Officer and a call for help went out and the Wethersfield Police Dispatcher couldn't talk to Rocky Hill officers as there were on a low band system and not 800 trunked system. The Police Chief is anxious to have this corrected as soon as possible. Tim Tuell agreed with Stuart Temple that purchasing thru Fred Martin items a thru c might be a conflict of interest but under the circumstance we need to expedite the process based on the Chief's concern and we will save money in the process. Under those conditions he has no concern voting to have Fred get us these items and try and get us on the trade discount list in the future. Motion by Tim Tuell seconded by Stuart Temple to authorize Fred Martin to purchase items a thru c for us and try and get us a trade discount with the vendors for future purchases. **All members voted in favor.** Motion by Stuart Temple seconded by John O'Brien to approve items d and e. **All members voted in favor.** Fred Martin will be getting quotes to get the above equipment installed and get back to the Committee with the estimates for approval.

F. Staff Information

1. Memo - Radio Status Report - Mike forwarded the memo or information.
2. Fred Martin - Potential Credits from Motorola - Fred Martin advised during an investigation of the wiring of the shelters in October or November he found the shelter vendor was providing surge protectors that were better than those Motorola would give us. The Motorola bid was broken down by piece of equipment with unit pricing. In December or January started talking about getting a credit for the surge protectors. Fred then starting reviewing the inventory to see what was delivered and what wasn't delivered. The system is now up and running and there are items that were never delivered which means they were not needed to run the system. Fred will be looking for a credit on these items as well. Mike Turner checked with the Town Attorney to see if we had recourse to seek and credit and were told yes. Fred Martin is looking at getting a potential \$100,000 or more credit from Motorola. There is a Motorola job meeting with Staff and Fred Martin on Thursday where these credits will be discussed.

III. Town Hall Renovation / Library Renovations

A. Approval of Minutes

1. [Minutes of September 22, 2003 Meeting](#) - Motion by Carmen Pace seconded by John O'Brien to approve minutes. **All members voted in favor.**

B. Expenditures

1. Joseph Merritt - Invoice 10325531 - \$35.20 - Motion by John O'Brien seconded by Carmen Pace to approve minutes. **All members voted in favor.**

C. Project Status

1. Chairman Coombs advised that he and Mike Turner had received preliminary schematics from the Architect. The schematics were to rough and Mike and Joe will meet with Peter Wells to get more detail of what departments are looking for into the sketches. The Town Attorney is still reviewing the Architects contract. Chairman Coombs reminded the members that the scope of the bond was to tenant retrofit the old Police area and redo the Ground South area for the Library. It is not to remodel the entire Town Hall or Library. Stuart Temple asked where the budget for the renovation came from. Mike Turner advised the Architect involve in the initial planning estimates for the bond gave a figure of \$85.00 per square foot.

D. Staff Information

1. Report of Meeting With Departments dated September 11, 2003 - Committee went over some of the items on the list. It is the departments' wish list but the budget will determine the amount of things that get done.

E. Old Business

1. Mike Turner advised hopefully at the next meeting he will have a schematic of the renovations for Town Hall to share with the Committee.

F. New Business

1. Mike Turner advised that on Saturday October 18, 2003 there would be an auction in the Sally Port of old furniture and equipment.
2. **Executive Session** - Motion by John O'Brien seconded by Carmen Pace to go into executive session to discuss Cost Recovery for Construction Defaults at 7:42. P.M. **All members voted in favor.** Those present were Joseph Coombs, Carmen Pace, John O'Brien, Stuart Temple, Tim Tuell, Tony Martino and Mike Turner. Motion by Carmen Pace seconded by John O'Brien to end executive session at 8:00 P.M. **All members voted in favor.**

NOTE: No motions or actions were made in executive session that needed to be brought out in public session.

3. Next Scheduled Meeting:
 - A. The next regularly scheduled meeting will be Monday October 27, 2003 at 6:00PM in the Library Meeting Room.
4. **Adjournment:** Motion by Tim Tuell seconded by Carmen Pace to adjourn. **All members voted in favor.** Meeting adjourned at 8:01 P.M.

I hereby certify that the above is a true copy of the minutes approved by the Wethersfield Police Facility Building Committee.

John J. O'Brien Jr. Clerk
Michael J. Turner, Staff Liaison