

WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE MINUTES - MONDAY NOVEMBER 24, 2003

Chairman Coombs called the Meeting to order at 6:00 P.M. in the Library Meeting Room. Members present were Joseph Coombs, Raymond Grasso, John O'Brien, 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 Members David Edward and Tom Tuell were absent.

1. Public Comments:

A. None

2. Approval of Minutes:

A. [Minutes of November 10, 2003 Meeting](#) - Motion by Carmen Pace seconded by John O'Brien to approve minutes as amended. **All members voted in favor.**

I. Town Wide Radio System

A. **Expenditures: NOTE (There was not a quorum at the beginning of the meeting to approve these items. After item IIB1 when the quorum requirement was met the following actions were taken on this section.)**

1. IMSA - Invoice November 13, 2003 - \$200.00 - Motion by Carmen Pace seconded by John O'Brien to approve payment. **All members voted in favor.**
2. Martin AG (USA) - Invoice WCT-34-PM - \$437.50 - Motion by Raymond Grasso seconded by Carmen Pace to approve payment. **All members voted in favor.**
3. Martin AG (USA) - Invoice WCT-28-OM - \$202.50 - This invoice is to purchase two special vehicle antennas per the Chief's request. If it meets his qualifications more will be purchased under the Police Divisions operating budget. Motion by Carmen Pace seconded by John O'Brien to approve payment. **All members voted in favor.**

B. **Contractor Change Orders:**

1. None

C. **Old Business:**

1. Motorola Punch List - Chairman Coombs advised he and Mike Turner would meet again with Motorola tomorrow morning. On the agenda will be the punch list and inventory review. Mike Turner advised he thought Motorola was 95% complete with the punch list, only minor items left to correct. Hopefully Mike will have a status on the inventory review after tomorrow's meeting
2. Police Headquarters Antenna Quotes - Mike Turner advised Fred Martin had contacted the three vendors and obtained updated quotes (Quotes handed out at meeting). The lowest bidder is Northeast Towers Inc at \$4,650.00 for installation of antenna and related hardware. Stuart Temple questioned if these antennas could be built due the Town Moratorium on Towers. Mike Turner advised these were needed so the Police could communicate with the State Police and other local Police Departments. They are part of Public Safety Requirements and do not fall into the moratorium, which was meant for cell phone towers and antennas at Kelleher Court only. There was not a quorum so this item wasn't voted on until after the quorum requirement was met. Motion by Stuart Temple seconded by Carmen Pace to award the contract to Northeast Towers Inc at \$4,650.00. **All members voted in favor.**

D. **New Business:**

1. Chairman Coombs advised that the Town is going to try and salvage the old radio system. All users of the old system were asked to turn in their old radios and portables. All areas have completed their equipment turn in except the Fire Dept. Fred Martin has been asked to give us a quote to salvage the equipment. Motion by John O'Brien seconded by Stuart Temple to authorize Fred Martin to submit a proposal for salvaging the old radio equipment for the Town. **All members voted in favor.**

E. **Staff Information:**

1. None

II. Town Hall & Library Renovations:

A. Expenditures

1. None

B. Project Status:

1. Chairman Coombs advised last week he and Mike Turner met with Peter Wells. They went over schematics, which needed improvement to incorporate before showing them to the Department Heads. Peter made changes and new drawings arrived today that Mike & Joe Coombs will review with Department Heads. The drawings will not be given to the Committee until they include all the requirements of the Departments. John O'Brien questioned when, timeline wise, the Committee might see the drawings. Mike Turner hoped to have CAD drawings to show the Committee at their December 8, 2003 Meeting. Questions were raised on when asbestos removal could start and if the elevator and Registrars Office Move could start before the asbestos work as done. Mike Turner advised it would be better to get the General Contractor on board and let him hire and include all this in his timeline to avoid job delay penalties, with the General Contractor, as it would fall under his prevue. Asbestos removal will have to be done in phases, each side of the building separately. Question raised as to how long to do Hazmat Work? Mike Turner advised contractor would have to advise us. The Hazmat Study was completed so the experts in that field who are hired to perform the work would be in a better position to know the timeframe for completion of work. Chairman Coombs advise that when the elevator is installed a penthouse has to be added to the roof to meet the State Code for clearance. Stuart Temple questioned the Library requirements and asked if they are all covered under the bond? Was the bond responsible for all floors? Chairman Coombs went over the bond and what was authorized there. The State Grants (Library Grant and ADA Small Cities Grant) are specific on what can be done with Grant Money. The bond is more liberal. Between all we will try and accomplish as much of the library requirements as possible. Chairman Coombs reminded the Committee the all three funds are not to accomplish normal maintenance that should come out of the operating budget. Stuart Temple asked Mike Turner to ask Peter Wells with the current construction going on in Hartford is there enough construction labor out there to meet our timeline requirements.

NOTE: Raymond Grasso arrived at 6:37 PM

C. Staff Information

1. Mike Turner had two letters from Tuthill and Wells that were passed out. The first letter authorized Peter Wells to sign the agreement for Tuthill and Wells. The second was regarding renovations and alterations to Town Hall and the Library. Motion by John O'Brien seconded by Carmen Pace to accept these letters as information. **All members voted in favor.**

D. Old Business:

1. Review Tuthill & Wells Agreement - Chairman Coombs advised the agreement in the packets were updated to include the language the Committee requested. There were questions regarding the timeline in Schedule B. Mike Turner advised Peter Wells hopes to have the Contractor on board by March bring us back in line time wise. Motion by John O'Brien seconded by Stuart Temple to authorize the Town Manager to sign the contract with Tuthill & Wells. **All members voted in favor.**

E. New Business:

1. None

3. Next Scheduled Meeting:

- A. The next regularly scheduled meeting will be Monday December 8, 2003 at 6:00PM in the Library Meeting Room.

4. **Adjournment:** Motion by Carmen Pace seconded by Stuart Temple to adjourn. **All members voted in favor.** Meeting adjourned at 6:50 P.M.

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

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