

WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE MINUTES - MONDAY DECEMBER 22, 2003

Chairman Coombs called the Meeting to order at 6:05 P.M. in the Library Meeting Room. Members present were Joseph Coombs, David Edwards, Carmen Pace, Stuart Temple and Tim Tuell. Staff Liaison Tony Martino and Library Director Laurel Goodgion were also present. Committee Members Raymond Grasso and John O'Brien were absent.

1. Public Comments:

A. None

2. Approval of Minutes:

A. [Minutes of November 24, 2003 Meeting](#) - Corrections - Add Stuart Temple as present, show Tim Tuell as absent and correct spelling of David Edwards last name. Motion by Stuart Temple seconded by Carmen Pace to approve minutes as amended. **All members voted in favor.**

I. Town Wide Radio System

A. Expenditures:

1. Martin AG (USA) - Invoice WCT-40-REG - \$125.00 - Motion by Stuart Temple seconded by Carmen Pace to approve payment. **All members voted in favor.**
2. Martin AG (USA) - Invoice WCT-39-REG - \$100.00 - Motion by Carmen Pace seconded by Stuart Temple 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 had been meeting with Motorola bi-weekly to finish the punch list and inventory credits. We are now awaiting answers to questions Fred Martin asked Motorola. Stuart Temple questioned why we couldn't come to a quick conclusion and put this phase of the project behind us. Chairman Coombs advised he, Mike Turner, Bonnie Therrien and the new Town Attorney would finalize things once the new Town Attorney comes on board. Carmen Pace requested at the next meeting we get a report from Fred Martin as to the status of the Motorola credit.

D. New Business:

1. Fred Martin Proposal for Sale of Old Radio Equipment - Chairman Coombs advised the proposal is self-explanatory. The only area that has not turned in their radios is the Fire Department. All other equipment, including transmitting equipment is available for pickup by Fred to evaluate and put out for sale. Both Bonnie Therrien and Mike Turner are happy with the proposal. Discussions were held on possible giving a higher percentage if equipment is sold less than 180 days are percentage reduced if sold after 180 days. Final decision is to leave proposal as is. Motion by Tim Tuell seconded by Carmen Pace to approve Fred Martin's December 9, 2003 proposal as is. **All members voted in favor.**
2. New York Antenna Tower - Tim Tuell advised in late September early October a modular tower, similar to ours, fell down in New York State. Tim questioned why the Tower fell, if it's similar to our Tower and if the same vendor installed it. As a result of what happened in New York do we have a potential exposure? Tim requested a report from Fred Martin on this matter.

E. Staff Information:

1. Wethersfield Post Dec. 12, 2003 Article "Siting Council grants Sprint a spot on tower". Self-explanatory - Chairman Coombs advised this is the first notification he has received on Sprint getting approval to go on the tower. Tim Tuell asked if this made the Town Ordinance banning cellular companies going on the Tower mute. Stuart Temple said yes, the ordinance was just a political statement.
2. Antenna Installed at Police Dept. Headquarters - Chairman Coombs advised that the three antennas have been installed and are not noticeable. The antennas were taken down from Town Hall and the Fire Dept and tested by Fred Martin and found usable so we didn't have to

purchase new antennas. Stuart Temple questioned if these were the last of the antennas to be moved. Chairman Coombs thought there were a couple more. Stuart requested Fred Martin get us a list of the antennas that still needed to be moved. We should get all the antennas moved so we can put this project behind us. The list should show what has to be moved as well as what has already been moved.

II. Town Hall & Library Renovations:

A. Expenditures

1. November 2003 Internal Copies - \$93.68 - Motion by Stuart Temple seconded by Carmen Pace to approve payment. **All members voted in favor.**

B. Project Status:

1. Review Design Development Plans - Chairman Coombs advised that Mike Turner had drawings from Peter Welles but they do not include all the changes requested by the Departments involved. Once a corrected plan, approved by the Departments, is received it will be forwarded to the Committee for review and final approval. Carmen asked if the current draft is available for Committee review. Chairman Coombs advised if anyone wanted to look at the existing schematic it was available in Mike Turner's office. Stuart Temple asked if the plan could be finalized and released prior to the next meeting.

C. Staff Information

1. None

D. Old Business:

1. Stuart Temple asked if there was a mechanical engineer assigned to the project. Chairman Coombs advised Peter Luchini is the engineer. Stuart asked if he could contact him directly with questions. Chairman Coombs advised all questions go thru him or Mike Turner. Stuart asked if Peter Luchini could come to a meeting and give us an assessment of the heating and cooling systems and what will be needed.

E. New Business:

1. Police Station - Community Room - Tim Tuell advised that the Community Room cannot be booked more than 30 days in advance. This makes it hard for Civic Groups to do their planning. The room was marketed; as a room available for use by organizations and more advanced reservations should be allowed. It was suggested Tim talk this over with the Town Manager as it doesn't come under the prevue of this Committee.
 2. Municipal Management Bulletin - Chairman Coombs handed out a CCM Bulletin titled "New State Law Requires the Pre-Qualification of Contractors for Public Buildings, Reporting by Municipalities" Joe advised that the Town has hired someone to process the reporting requirements and that person will also complete the forms required in this bulletin. The person was hired thru a newspaper add too work on an hourly basis.
 3. Library Grant - Laurel Goodgion gave Chairman Coombs a copy of a letter from the State advising we had to have a contract signed by April 24, 2004. If we can't get a contract signed by then we need to request an extension or face loosing the grant.
 4. Committee Status - For the benefit of the new members Chairman Coombs advised that the Committee was just completing it's third year. And he wished to thank all prior, and current members for their hard work on the project, starting with the new Police Facility. Joe especially wanted to thank Mike Turner for his hard work and many hours to keep the projects moving. He also wanted to thank Tony Martino for all his work behind the scenes and doing the things nobody wanted to do to keep things going.
3. Next Scheduled Meeting:
 - A. The next regularly scheduled meeting will be Monday January 12, 2004 at 6:00PM in the Library Meeting Room.
 - B. 2004 Meeting Calendar
 4. **Adjournment:** Motion by Tim Tuell seconded by Carmen Pace to adjourn. **All members voted in favor.** Meeting adjourned at 7:10 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