

## **MARCH 6, 2006 SPECIAL MEETING**

The Wethersfield Town Council held a special meeting on March 6, 2006 at 6:00 p.m. in the lower level of the Town Hall to tour and update the Town Hall/Library renovations.

Present: Councilors Adil, Drake, Forrest, Kirsche, Kotkin, Walsh, Deputy Mayor Fortunato and Chairperson Morin.

Absent: Councilor Cascio.

Also present: Bonnie Therrien, Town Manager, Joe Coombs, Project Chairman, Mike Turner, Town Engineer and Dolores G. Sassano, Town Clerk.

The meeting was called to order with Deputy Mayor Christine Fortunato serving as Chairperson. The meeting started in the Parks and Receptions offices. Town Manager Bonnie Therrien explained that the Council would view the renovated areas on the ground level. Project Chairman Coombs and Mike Turner, Town Engineer and Director of Public Works provided explanations and commentary on the scope of the project completed.

The Parks and Recreation Department had new furniture set up with additional wall cabinets and shelf space. They are using some of their older filing cabinets, which will be painted at a later date. Town Manager Therrien told the Town Council that everyone involved in the move was pleased with the move and the new space. They also had told her how the town crew from physical services was so helpful and professional and that nothing was damaged in the transition. The staff was getting use to the changes in the set up of their department and particularly liked the space they will have for the seasonal staff to work at this summer.

Council also viewed the mail-room which contains the main copier used by all of town hall as well as a smaller secured room for all the paper supplies needed for all departments in the building.

The new employee lunch area is currently being used by the construction company for measuring the air quality during the renovations. Staff has the use of one of the new meeting rooms located on the ground floor for lunch. Meetings are already being held in these two new rooms. Kathy Bagley is in charge of the sign up for these rooms.

The Central Connecticut Health District also has a new area on the ground floor. They were able to furnish it with new furniture to better accommodate their staff. Their older furniture was distributed to various town departments.

The old police records room is in the process of being turned into a centralized record room with the town clerk organizing the way it will be set up for use. As boxes of records previously stored at the Moeller Home are brought back to a town owned storage area, the contents will be reviewed, and placed in this area.

The Council then reviewed the Social and Youth Services area, the food pantry, the waiting area, the offices and their conference room. Project Chairman Coombs stated that he had learned a lot more of the requirements of the department which were far more than he had realized. They also have additional storage area in the former sally port to be renovated with the rest of town hall where they plan on storing camping equipment, canoes and items for their many programs.

The renovated sally port will also have various secured areas depending on what is being stored there. It will house the town's voting machines, currently in the back room of the Pitkin Community Center.

After viewing the public rooms on the ground floor the Council had the opportunity to see the mechanical rooms for the phone system and data.

Chairman Coombs said that work is currently continuing with demolition in ground floor library area to finish out the area as shown on contract drawings. There may be some modifications to meet the needs of the work. There is still old wiring, piping and ductwork above the ceiling, which may need to be re-routed and eliminated.

He reported on Phase II. Preliminary drawings are being created for Phase II work. It includes the removal of old boilers, burners and controls to be replaced with new ones. He advised it will be a difficult portion of the work because both the old equipment must be brought out and the new equipment must be brought in through the grating and window in the boiler room area. This will take some time to accomplish.

In order to expedite Phase II, Chairman Coombs is considering fencing off the Town Hall parking area between the Silas Deane Middle School and the Town Hall, for a staging area, in order to eliminate pedestrian traffic and random pickups of children from the parking lot.

Preliminary phasing in of the work, at this time, will commence with replacing the exterior "skin" on the west side first, then northerly, then coming around to the east side of the building.

Final phasing of the work would be the re-paving of the parking lots on the West, North and East sides of the building, but this preliminary phasing scheme is subject to the needs of the project and the use of the building.

Chairman Coombs will advise the Town Council further as the drawings and project schedule proceeds before they go out to bid.

## **ADJOURNMENT**

At 6:55 p.m., Councilor Adil moved "**TO ADJOURN THE MEETING**" seconded by Councilor Kirsche. All Councilors present, including the Chairperson voted AYE. The motion passed 8-0-0.

Dolores G. Sassano  
Town Clerk

*Approved by vote of Council 3/20/2006*