

WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE

MINUTES – MONDAY March 9, 2009

Chairman Coombs and called the meeting to order at 6:05 PM in Conference Room One.

Present:

Committee Member Name	Present	Absent	Excused
Joseph Coombs, Chairman	X		
Tim Tuell, Vice Chairman	X		
Raymond Grasso			X
Richard LePore			X
Luke McEntire	X		
Carmen Pace	X		
Stuart Temple, Clerk	X		
Liaison Present			
Paul Montinieri, Council Liaison	X		
Tony Martino, Staff Liaison	X		
Mike Turner, Staff Liaison	X		
Staff & Guests Present			
Laurel Goodgion, Library Director	X		

Today is day 664 of the Project

1. Public Comments:

1. None

2. Approval of Minutes:

- A. Minutes of February 23, 2009 Meeting – Motion made by Carmen Pace seconded by Tim Tuell to approve the minutes. **All members voted in favor.**

3. Items for Discussion:

I. Town Hall / Library Renovations – Phase 2

A. Expenditures

1. Amano – Invoice 134229 - \$287.00 – Motion made by Tim Tuell seconded by Carmen Pace to approve payment. **All members voted in favor.**
2. Amano – Invoice 152502 - \$659.00 – Mike Turner advised the system will be tested once the new Fire Marshal Anthony Dignoti starts March 16th. Motion made by Tim Tuell seconded by Carmen Pace to approve this payment. **All members voted in favor.**

B. Change Orders

1. None

C. Staff Information

1. Job Meeting Minutes – February 13, 2009 (unavailable at time of printing agenda) – Mike Turner handed out the February 13th Job Minutes that were received from Peter Wells today. Motion made by Stuart Temple, seconded by Carmen Pace to table this item. **All members voted in favor.**
2. Szewczak Associates – Invoice 13460 - \$1,472.50 (previously tabled) – Chairman Coombs advised nothing has been received from Szewczak Associates so this item will remain tabled.
3. Budget Update – Mike Turner handed out updated budget sheets. Mike advised he moved the items into the priorities the Committee requested but did not update the payments authorized at the last meeting. Motion made by Tim Tuell seconded by Stuart Temple to receive this as information. **All members voted in favor.**

D. Old Business

1. Construction Status – Chairman Coombs advised not much has been happening. We are waiting for the lights to come in. We will be calling Kronenberger for an updated status on their expected delivery date. The Dias is in fabrication. Zavarella has been given all the specs where the plugs holes are required for electrical and data feeds. The emergency door has been replaced in the SE corner of the Library.

The vendor has to correct the closer as it is not working properly. If it is not in Kronenberger's specs to paint the door we will have Town Staff perform that function. Tim Tuell asked when the first Council Meeting will be in the renovated Chambers. The Chairman advised we do not have a date yet. Once the lights are received and installed we can better predict the date of the first Council Meeting in the Chambers. Tim Tuell then asked if Channel 16 will be up and running to broadcast that first meeting live. The Chairman advised that broadcasting for Channel 16 is under the purview of the Town Manager and not Channel 14. Cox Cable has been training the Town Data Processing Staff to operate the equipment. Our current analog equipment is on the ground floor and will be moved up to the broadcasting room in the Council Chambers. We are looking for State DPUC money to purchase digital equipment similar to what Channel 14 just received. Those funds may have dried up with the Governor's cutbacks. Tim Tuell then thanked the Staff for arranging to get the refuse and recycling containers moved from the front of the building to the back parking lot. Mike Turner advised that the additional \$1,000,000 in STEAP Funds we requested for Silas Deane Revitalization has been pulled by the Governor in her cutbacks.

E. New Business

1. Lock Set Purchase – Mike Turner advised there is \$1,000 in the budget for this. The Library needed to be in operation to see what locks needed to be changed. They have 12 locks that need to be re-keyed and have 2 door handles that need replacing. This work will be done by town staff. Mike is requesting authorization to spend an amount not to exceed \$1,000 for this purchase. Motion made by Stuart Temple seconded by Tim Tuell to approve purchase of the locks and door handles in an amount not to exceed \$1,000. **All members voted in favor.**
2. Laminated Signs Purchase – Mike Turner showed members a sample name plate he had prepared for the new Dias. Besides the Council and Board of Education the Council Chambers will be used by the following Committees: Flood and Erosion Control; Historic District Commission; Inland Wetlands; Planning & Zoning and Zoning Board of Appeals. The current nameplates are too small and it will be hard to see the individual's names from the camera. The sample nameplate will fit into the slot being cut into the Dias to hold these new nameplates. The total cost to purchase 100 6"x12" nameplates; 25 6"x16" nameplates and engrave 89 of the plates will be \$2,075.00. Mike advised there is no money in the budget to cover this but we can use the saving from the Lectern. The original quote for the Lectern from Zavarella was \$2,500. When we made changes to it we thought the cost would go up to \$5,000 so that is what the Committee authorized. Mr. Zavarella has agreed to hold his price at \$2,500 so the \$2,500 savings can be applied against the nameplates. To get discussion on the request Tim Tuell made a motion seconded by Carmen Pace to purchase and engrave the nameplates. Tim Tuell asked where nameplates are normally purchased from. He was advised department operating budgets, but departments do not have funds in their budgets to purchase new nameplates some of which are over 20 years old. Based on the fact there aren't enough funds in the budget to cover these nameplates and do everything on our budget worksheet the nameplates should be purchased under normal operating budgets. Deputy Mayor Montinieri agreed with Tim and advised he would talk to the Town Manager to find the money in the operating budget to pay for this time. The vote on the **motion failed 1 to 4**. Chairman Coombs was the only member who voted in favor. Comment was then made that a date sign be purchased to be placed in front of the Dias so the camera would pick up the date of the meeting so when they are rebroadcast people will know which meeting they are watching.

3. Tucker Library Interiors – Mike Turner advised that Tucker has come back and installed the balance of the end panels on the shelves and he has received a memo from Laurel Goodgion advising that the shelving has been installed to her satisfaction. Based on this Mike request this item be added back on the agenda and authorization be given to pay Tucker the balance due them in the Purchase Order. Motion made by Stuart Temple seconded by Tim Tuell to add this item back on the agenda. **All members voted in favor.** Motion made by Stuart Temple seconded by Tim Tuell to pay Tucker Interiors the balance due on their purchase order. **All members voted in favor.**
4. Projection Screens – Chairman Coombs made members aware of the fact Unitech advised us their contract does not include installation of the projection screens. Mike Turner disagrees with this comment. Because Kronenberger has not finish their work in the ceiling and it is part of their contract to install the electric to the projector screens we will ask them for a quote to install the screens for us. This is being brought to the Committee as information only at this point in time.

4. Next Scheduled Meeting:

- A. The next regular scheduled meeting will be Monday March 23, 2009 at 6:00 PM in Conference Room One.

Prior to accepting a motion to adjourn Chairman Coombs asked Laurel Goodgion if she had any comments. Laurel advised there is a need for more lighting in the old children's area. Customers are complaining it's too dark in that area. Tim Tuell advised he was at a Chamber of Commerce meeting and a prominent member said that they were happy that the Library was open but that it wasn't pretty. Tim advised the individual the facility was pretty. Laurel Goodgion advised she has received more favorable comments then negative comments on the renovated Library.

5. **Adjournment:** Motion made by Tim Tuell, seconded by Carmen Pace to adjourn. **All members voted in favor.** Meeting adjourned at 6:35PM.

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

Stuart Temple, Clerk