

**WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING
COMMITTEE
MINUTES – MONDAY April 14, 2008**

Chairman Coombs called the Meeting to order at 6:00 P.M. in Conference Room One.

Present

Committee Member Name	Present	Absent	Excused
Joseph Coombs, Chairman	X		
Tim Tuell, Vice Chairman	X		
Raymond Grasso	X		
Luke McEntire	X		
Carmen Pace	X		
Stuart Temple, Clerk Pro Tem	X		
Liaison Present			
Paul Montinieri, Council Liaison	X		
Tony Martino, Staff Liaison	X		
Mike Turner, Staff Liaison	X		
Staff & Guests Present			
Bonnie Therrien, Town Manager	X		
Laurel Goodgion, Library Director	X		
Peter Wells, Architect	X		
Ed Flynn, Engineer	X		

Today is day 331 of the Project

1. Public Comments:

1. None

2. Approval of Minutes:

- A. Minutes of March 24, 2008 Meeting – Motion by Stuart Temple seconded by Raymond Grasso to approved the minutes. **All but one member voted in favor (Carmen Pace abstained).**
- B. Minutes of March 31, 2008 Meeting – Motion by Raymond Grasso seconded by Carmen Pace to approved the minutes. **All but one member voted in favor (Stuart Temple abstained).**

3. Projects for Discussion:

I. Town Hall / Library Renovations – Phase 2

A. Expenditures

1. EnviroScience – Invoice 1599 -\$2,353.00 – Motion made by Raymond Grasso seconded by Stuart Temple to approve this payment. **All members voted in favor.**
2. Kronenberger & Sons – App. No. 9 - \$168,292.50 – Motion by Stuart Temple seconded by Luke McEntire to approve this payment. **All members voted in favor.**
3. Kronenberger & Sons – App. No. 10 - \$99,750.00 – Luke McEntire asked if this application brought Kronenberger up to date on their requisitions. He was advised yes. Motion by Stuart Temple seconded by Carmen Pace to approve this payment. **All members voted in favor.**
4. Luchs Consulting Engineering – Invoice 0000002- \$2,375.00 – Motion made by Stuart Temple seconded by Carmen Pace to approve this payment. **All members voted in favor.**

5. National Library Relocations – Invoice 7986 -\$1,435.00 – Motion made by Raymond Grasso seconded by Stuart Temple to approve this payment. **All members voted in favor.**
6. Special Testing Laboratories – Invoice 21869 -\$329.00 – Luke McEntire has a question on the welds. Chairman Coombs advised some of the welds have to be re-inspected with that cost born by the vendor. Motion made by Carmen Pace seconded by Stuart Temple to approve this payment. **All members voted in favor.**

NOTE: Paul Montinieri arrived at 6:08 PM

B. Change Orders

1. None

At this time Chairman Coombs asked for a motion to go out of order and allow Peter Wells and Ed Flynn to speak to discuss piping issues. Motion made by Stuart Temple seconded by Raymond Grasso to go out of order on the agenda. **All members voted in favor.**

Chairman Coombs advised there are additional items that will incur additional expenses. He turned the discussion over to Peter Wells for comments. Peter advised there are existing conditions that need urgent attention that came to light when preparing to install the façade. He then asked Ed Flynn to provide members with the details. Ed Flynn advised we have had stains in the ceiling throughout the building. On one of the pipes in the Park & Recreation area there is a garbage can with paper towels in it to absorb the condensation from the pipes. The problem is we have a combination of copper and steel pipes. In some areas there are steel pipes where there should be copper pipes and visa versa. The pipes are not insulated properly causing condensation. There is mold growing on the insulation. Some of the piping is corroded. The best bet would be to take out all the piping and replace it with new piping to avoid more problems down the road. We also have to look at replacing 3 way control valves in eight locations. This affects the first and second floor of Town Hall. Ed has preliminary costs from the contractor. Prior to finalizing the costs he wants to walk the job with the mechanical contractor to be sure the scope of work is all inclusive. This work has approximately a \$100,000 price tag and will take six weeks to perform. Chairman Coombs asked Ed Flynn if there was an allowance in the base bid to replace piping ten feet in each direction. Ed will look into that. Luke McEntire asked if the six weeks will need to be added to extend the completion date of the entire project. Peter Wells advised yes. Maybe some things can be done at the same time as other work to reduce the six week time extension. Peter also advised the longer we wait to give Kronenberger the go ahead the longer it will take to get things done. Ed Flynn advised the only thing in question that he has to look into is the work Nutmeg did in the basement to install the isolation valves and take care of mold. Ed advised the 3 way valves should be replaced at this time. The cost of their replacement is \$26,000.

Chairman Coombs advised we have to go back to Phase One to see what we did to come forward. We installed two new boilers, isolation valves to shut of the water floor by floor and new fan coil units on the ground floor. Doing this corrected 90% to 95% of the existing system. We should finish the last 5%. Corrosion has been found on the copper piping now that the insulation has been removed. Luke McEntire asked if

we replace the copper piping won't we still have condensation? Ed Flynn advised we now wrap pipes with vapor barriers and better insulation, eliminating condensation. Mike Turner advised we expected some of this work. We put \$50,000 into the Capital Improvement Budget to cover the control valves. Within the revised budget sheet to be discussed later in the meeting there is \$15,000 to cover some of this expense. This leaves us with having to ask Town Council for an additional \$35,000.

Peter Wells advised that John Dietz advised that some of the old valves are not holding and water continues to run. Ed Flynn will look into this. We need to do due diligence to be sure everything is discovered and fixed at one time. Raymond Grasso agrees with Peter's comments. Asked Ed Flynn if after the walk-thru will he be able to assure the Committee this is it? Ed replied, yes. Ed hopes to be able to come back to the Committee next week with the final figures. Bonnie Therrien asked if there was any way this could have been discovered before. She was advised until the ceilings were opened up there was no way of telling. Raymond Grasso asked couldn't we have opened up sections of the ceiling and look at them? Chairman Coombs advised we had black iron ceiling and would have had to cut holes in the ceilings. With periodic cuts we might not have hit the pipes with the problem. Raymond Grasso advised maybe we should have put more money in the contingency budget. Ed Flynn advised at the beginning of the project he could have budgeted new piping for the entire project but felt the cost would have been prohibitive. Raymond Grasso advised he wished Ed had brought that to our attention at the beginning and let the Committee make that determination. Mike Turner advised we have some discretionary money left in the budget to draw from as well as CIP funds. Town Council will have to appropriate additional funds from the CIP Reserve Account or Contingency Account.

Bonnie Therrien advised we need to get figures to the Council as soon as possible. We are currently in budget workshops and can bring it to them there. Chairman Coombs advised he wants to give them a complete package at one time, the cost of the pipes, the costs for the vault and the cost of the Council Chambers. Discussions then ensued should the Council Chamber go out to bid or be given to Kronenberger. Chairman Coombs advised we should stay with one contractor but give Kronenberger a separate contract on the Council Chambers. We don't want him going work on the Council Chambers and delaying work on the rest of Town Hall.

NOTE: Tim Tuell arrived at 6:41 PM.

Ed Flynn and Peter Wells will get final figures put together by next week. Luke McEntire advised we should not delay looking at this. Chairman Coombs will call a special meeting as soon as the information is received so the Committee can review the data and make their recommendation to Town Council. Chairman Coombs advised there are three issues to consider: (1) Council Chambers (2) Piping and (Wall work for Town Clerk's Vault.

Chairman Coombs asked if there are any other issues to be considered. Ed Flynn advised at some time we have to look at the air handling units in the basement by the boiler room and on the mezzanine floor of the Library. These can be done at a later time. Chairman Coombs then asked Bonnie what she needed to proceed to Council. She advised we need to know the dollars for the projects versus funds available. Committee needs to vote to move the issue forward to Council. Peter Wells advised

the Council Chamber number is the only number he will have to estimate. He will have Kronenberger's estimates for the balance of the work. Ed Flynn will get the mechanical contractor out this week to do a walkthrough with Kronenberger and get us an estimate for the additional work.

Chairman Coombs then asked if anyone had further questions for Ed or Peter, Being none Ed Flynn and Peter Wells left at 6:48 PM.

C. Staff Information

1. Job Meeting Minutes Dated March 12 & 26, 2008; April 9, 2008 – Luke McEntire had a question on item 31.11 replacing the main feeders. Are we getting a second opinion? Mike Turner advised Fred Valente will be looking at this to give us a second opinion. Motion by Raymond Grasso seconded by Stuart Temple to accept this as information. **All members voted in favor.**
2. Thank You Letter to Luchs Engineering – Motion by Luke McEntire seconded by Stuart Temple to accept this as information. **All members voted in favor.**
3. AT&T Change Order Memo for Council Agenda – Motion by Stuart Temple seconded by Raymond Grasso to accept this as information. **All members voted in favor.**

D. Old Business

1. Construction Status – Chairman Coombs advised windows being installed around the building. On the Silas Deane side of Town Hall they have to finish the end units. Kronenberger had to take out some windows they installed and reinstall them. Residents have informed Chairman Coombs they like the windows that are done but not the yellow panels with red tape. Ceiling grids are coming along. In the hallways. They are looking to get into the offices next as well as above the stairwells. The only coordination problem is with the South Stairwell because it is used as the main entrance way to the Library. Chairman Coombs may try to have this stairwell done at the same time the electrical panel is done, when Town Hall and the Library will be shut down. Roofing is moving along. The roofer is planning to spread gravel on Wednesday. That will be a good day to keep windows shut. They hope to finish that work in one or two days. Sprinkler work is moving along. The Electrician is still waiting for the electric parts to come in to replace the panel. The fenced in area is getting cleared up now that the roof work has progressed. The space is being cleaned up in time for delivery of the stone panels. The cable trays are installed from floor to floor. AT&T will be in next week to start their end of the work.
2. Budget Review – Mike Turner handed out a draft report dated 4/14/08 to replace the one submitted in the packets. Page One "Actual Expenditures to Date" remains the same. On Page Two "Discretionary Expenses" he made changes. This is his first stab at recommending changes to the Committee. Below is a breakdown of Mike's recommended changes:

Description	As Budgeted	Suggested Rev Budget	Remarks
Window Treatments	\$ 12,250.00	\$ 0.00	In contractor's base bid
Book Security	\$ 42,000.00	\$ 42,000.00	No Change
Self Check Out	\$ 75,000.00	\$ 75,000.00	No Change
Moving	\$ 40,000.00	\$ 22,477.73	Spent to date, future move listed below
Landscaping	\$ 45,000.00	\$ 2,000.00	Balance of landscaping being handled by Silas Deane Revitalization Project
Furnishings	\$199,775.00	\$108,000.00	Inserted bid quote for highest bidder

Tech Upgrade	\$ 8,000.00	\$ 0.00	Included in remaining cable & tech
EOC	\$ 12,000.00	\$ 0.00	Included in remaining cable & tech
HazMat Demo / Oversight	\$ 0.00	\$ 25,000.00	Haz demo unbilled to date
Debt Cost Remaining	\$330,865.00	\$100,000.00	Reduced cost per Finance Director
Remaining Cable & Tec	\$247,467.00	\$100,000.00	Remaining Tech Budget
Pending Change Orders	\$ 0.00	\$131,000.00	Pending CO's listed at bottom of budget
Move Library Books Back	\$ 0.00	\$ 35,000.00	Moving Costs & add'l storage
Move Town Hall back	\$ 0.00	\$ 17,000.00	Move in June / July
Subtotal Discretionary	\$1,012,357.00	\$657,477.73	
Less Bal Remaining	\$ 660,000.36	\$660,000.36	
Balance Status	(\$ 352,356.64)	\$ 2,522.63	

Mike reminded members this was his suggested revision. The actual budget determination is the Committees. Paul Montinieri reminded members the Town Council needs the Committee's request for additional funds sooner than later. Paul advised the contingency for the bond should have been higher. Chairman Coombs advised the contingency percentage used in the bond calculation was higher than normal. Tim Tuell asked if there was budget funding available for the furniture for the large meeting room on the Library Ground Floor. Tim Tuell doesn't want us to have the same situation we had at the Police Station regarding furniture. Mike Turner advised no. This is a discretionary item. If the Committee wants to fund that furniture then they can cut out another discretionary item (i.e. Book security, or self checkout). Mike Turner will get updated figures for the meeting room furniture. Motion made by Stuart Temple seconded by Raymond Grasso to receive this budget as information. **All members voted in favor.** Mike Turner advised we will use this format and figures for future budget status reports to Committee.

E. New Business

1. Amodio Moving Quote – Tony Martino advised we have had Amodio lock in the periods of June 4-7 and June 11-14 for the move. As we get closer we would eliminate the appropriate date. Since our plan is to move everyone back at once the mover wants to come in on a Wednesday and put the Town Clerks books on library carts, making the items still available to residents and appraisers. Once the books are loaded on carts they will then disassemble, relocate and reassemble the Town Clerk Shelving. Once that is done they will look to relocate staff. This will again involve closing Town Hall on that Friday. Based on the time extension that will be required for the piping work Tony Martino was asked to go back to the mover to get him to continue the quoted price with a flexible date. Motion by Raymond Grasso seconded by Stuart temple to approve expending \$17,000 for the Town Hall move. **All members voted in favor.**
2. Library Shelving Bid – Tony Martino advised the bids were opened at 2:30PM today. Members were handed out a copy of the financial results. Tony advised that there were questions on the submissions and was awaiting answers from the vendors. Mike Turner advised once the answers are received input will be reviewed by the Library as well as the Architect before a recommendation is given to this Committee. Motion by Stuart Temple seconded by Raymond Grasso to receive the financials as information. **All members voted in favor.**

4. Next Scheduled Meeting:

- A. The next regular scheduled meeting will be Monday April 28, 2008 at 6:00 PM in Conference Room One.

7. **Adjournment:** Motion by Raymond Grasso seconded by Stuart Temple to adjourn. **All members voted in favor.** Meeting adjourned at 7:30 PM.

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

Stuart Temple, Clerk – Pro Tem

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