

**WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING  
COMMITTEE  
MINUTES – MONDAY May 1, 2008**

Chairman Coombs called the Meeting to order at 6:23 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
<b>Liaison Present</b>			
Paul Montinieri, Council Liaison	X		
Tony Martino, Staff Liaison	X		
Mike Turner, Staff Liaison	X		
<b>Staff &amp; Guests Present</b>			
Bonnie Therrien, Town Manager			X
Laurel Goodgion, Library Director	X		
Greg Curtin, Library Board Chairman	X		

Today is day 348 of the Project

**1. Public Comments:**

1. None

**2. Approval of Minutes:**

- A. Minutes of April 14, 2008 Meeting – Motion by Tim Tuell seconded by Carmen Pace to approved the minutes. **All members voted in favor.**

**3. Projects for Discussion:**

**I. Town Hall / Library Renovations – Phase 2**

A. Expenditures

1. National Library Relocations – Invoice 14183 -\$1,435.00 – Motion made by Luke McEntire seconded by Carmen Pace to approve this payment. **All members voted in favor.**
2. Tuthill & Wells – Invoice 3806 -\$8,195.00 – Motion made by Tim Tuell seconded by Luke McEntire to approve this payment. **All members voted in favor.**

B. Change Orders

Mike Turner made the following comments regarding all the Change Orders for clarification. The codes in parenthesis represent the following:

(TC) = Town Council

(NC) = No Charge

(CIP) – Capital Improvement Project

For all the change orders listed below except Change Order No. 30 Peter Wells has issued a CCD to proceed with the work. On some of the change orders we found math errors. Some of the numbers on Kronenberger’s calculation sheet do not match the numbers on the subcontractor’s submittals. We also had some concerns with the additional supervision hours added for John Dietz. After doing a comparison of John Dietz’s hours on the change orders versus time and material we are better off using the change order numbers. If it takes more time then estimated we will not be liable for John Dietz’s additional hours. Mike Turner then handed out a draft memo to Town

Council requesting a fund transfer to cover the additional work. He requested the Committee give the Chairman the discretion to go forward with the \$50,000 request for funds. Mike advised there are changes totaling \$125,000.00 for which we have \$50,000.00 in CIP money and \$25,000.00 budgeted in our budget to cover these expenses leaving the need for an additional \$50,000.00. Mike advised all this work pushes the project out two months. Chairman Coombs advised Change Order 29 should be treated as for information only or tabled. The rest should be voted on together. The numbers due to math errors are only off a few hundred dollars. Chairman Coombs advise we still do not have a final number for the Town Council Chambers. Peter is still working on an estimated number. Paul Montinieri asked Mike Turner to put together documentation on the time extension so he could be comfortable with the numbers and be able to back up the Committee when they came forward with their request to Council. Luke McEntire asked how the 3 way valve change order grew from \$25,000.00. He was advised Ed Flynn estimated the cost at \$3,000 per valve and the contractor came in with a price of \$4,000.00 per valve. Tim Tuell asked why the change orders were not shown on the budget sheet. Mike Turner showed him the change orders that were in the budget already. Luke McEntire advised he would like to see us push a not to exceed number on the change orders.

1. Change Order No. 28 – Vault Wall & Column - \$16,775.15 (TC) – Luke McEntire made a motion seconded by Tim Tuell to approve Change Orders 28; 31; 32; 33 and 34 in an amount not to exceed the individual totals as shown. **All members voted in favor.**
2. Change Order No. 29 – Structural Plate - \$19,584.38 (NC?) – Motion by Tim Tuell seconded by Raymond Grasso to receive this change order as information. **All members voted in favor.**
3. Change Order No. 30 – Relocate Toilet Exhaust - \$2,722.48 – Mike Turner advised \$5,000.00 had been budgeted for this work. The ducts had to be moved to allow for the recessed lights. Motion by Tim Tuell seconded by Raymond Grasso to approve this change order as shown. **All members voted in favor.**
4. Change Order No. 31 – Three Way Valves - \$35,548.72 – See vote on change order 28.
5. Change Order No. 32 – Replace Condensation Pipe - \$22,217.14 (CIP) – See vote on change order 28.
6. Change Order No. 33 – Replace Dual Temp. Piping - \$19,625.54 (CIP) – See vote on change order 28.
7. Change Order No. 34 – Re-Hang Piping - \$9,419.74 (CIP) – See vote on change order 28.

C. Staff Information

1. Budget Sheet dated April 23, 2008 – Tim Tuell questioned the \$108,000 figure shown on the furnishing line. Mike Turner advised for budgeting purposes he used the highest vendor quote. Motion by Raymond Grasso seconded by Carmen Pace to accept this as information. **All members voted in favor.**
2. Job Meeting Minutes Dated April 16, 2008 – Motion by Raymond Grasso seconded by Tim Tuell to accept this as information. **All members voted in favor.**

3. Letter to Eunice DiBella – Tim Tuell questioned what we are asking her for. Mike Turner advised she requested the final plan for her approval. Mike advised he hear from Eunice’s second in command today. They asked to see the specs on the vault door and HVAC system. They had concerns with the VCT tiles. Mike is forwarding her the specs requested as well as the fire rating on the VCT tiles. Mike was advised on the past two vaults they approved they required the concrete floors be left bare and sealed. Chairman Coombs advised if that is the case the floors will have to be cleaned before being sealed. The cost of the cleaning and sealing should be offset on the cost associated with the VCT tiles. Tim Tuell asked if there was a risk she wouldn’t approve the plans. Chairman Coombs advised there is always a chance the plan might not be approved. Motion made by Raymond Grasso seconded by Carmen Pace to accept this as information. **All members voted in favor.**

D. Old Business

1. Construction Status – Chairman Coombs advised windows are still being installed, electricians are installing circuits, data processing wiring is still being installed, sheet-rocking is being accomplished. Roofing is being tightened up, they’re not finished yet. They need to finish gravel stops. Metal is on site for the main roof stops. They might be working on it next week. The building is not sealed tight yet. The carpeting has been delivered and the contractor warned not to install the carpet until the building is tight. Carmen Pace questioned when the stone paneling will be delivered and how long will it take to install? Mike Turner advised the paneling is delivered by the middle of May and take six weeks to install. Chairman Coombs advised next week the contractor will be excavating for the column to support the beam required for the vault wall.
2. Library Shelving Results (tabled, bids under review) – Chairman Coombs advised the bids are under review. The two lowest bidders have been asked to come in a set up a section of their shelving for the Committee to inspect to see its compatibility and interchangeability with existing shelving. The plans are for the vendors to set up the shelving on Friday May 9<sup>th</sup> so Committee members can inspect it the night of their May 12<sup>th</sup> meeting. The vendor will then remove it Tuesday May 13<sup>th</sup>. Laurel Goodgion was asked to provide Engineering with the area the vendors can set up their shelving. Chairman Coombs advised he is also awaiting comments back from Peter Wells on the specs received from vendors. Laurel Goodgion handed out an analysis prepared by Karen Ribnicky, a consultant hired by the Library.

E. New Business

1. Special Testing Laboratories has submitted two invoices totaling \$510.00 that were for re-inspections that should be paid by Kronenberger. Mike is waiting to hear from Ray Tribuzio as to whether Kronenberger want to cut the check or have us pay it and then deduct it from Kronenberger’s next request for payment. Special Testing Laboratories is our contractor.
2. Meeting Room Furniture – Tim Tuell asked for the status on the chairs for the meeting room. Laurel Goodgion advised she had been in contact with the vendor she received the original quote from four years ago. The cost for 100 chairs, the dollies to move them around on and the tables for that room will be approximately

\$11,000.00. She has to go back for final figures. She was advised there will be a charge of \$225.00 for delivery and unpacking. Laurel was asked to provide us with a memorandum for action. Tim then questioned the projector screen for that room. Mike Turner advised the wiring is already done. We would need to cost the screen. Tim then asked what Laurel was looking for with the balance of the \$300,000.00 that was in the original budget. She advised it was for furniture around the Library. Laurel then questioned the status of replacing the stove in the lunchroom. Mike Turner advised he thought it might be used in the downstairs kitchen but the Building Inspector said that kitchen also needed to be handicap accessible. Mike advised Kronenberger still had setup to finish in this room.

3. Construction Schedule – Mike Turner handed out an updated construction schedule. Mike asked Kronenberger to redo the schedule including all the change orders received to date, including the ones added to today's agenda considering them as approved to come up with a new finish date. We are now looking to have the project completed October 13<sup>th</sup> with Town Staff moving back to Town Hall around Labor Day. Tony Martino will be calling the mover to change the move date from the beginning of June to after Labor Day. Chairman Coombs advised he thinks the October 13<sup>th</sup> date is an outside limit and might be able to be cut back.
4. Council Chambers – Mike Turner advised he is on the Town Council Agenda for their May 8, 2008 Budget Session to discuss the need for the additional funding to finish up Town Hall. Peter Wells is working on a revised drawing of the Council Chamber based on information he received from the Town Council Public Works Committee. He is developing an estimated cost for that work. Mike Turner advised we have asked for a total of \$150,000.00 in the CIP Budget to cover the cost of the Council Chambers. We don't have time to go out for more refined numbers as the Council needs to finish the budget by May 15<sup>th</sup>. Tim Tuell had a concern with the Committee being involved with this since they weren't involved from the start. Tim felt the Committee should have been included in the discussion with the Public Works Committee so they would be in the same page. Raymond Grasso concurred. Chairman Coombs advised until he knew what direction the Council wanted to go in he didn't want to get the full Committee involved. Chairman Coombs advised in the future he will get the Committee involved as well. Tim has a problem with using Architect estimates. Raymond Grasso advised our experience with Peter Wells work to date involves a number of change orders with additional costs. This will probably happen with the Council Chambers as well. Mike Turner advised he will arrange to have Peter Wells give his Council Chambers power point presentation to the Committee at a future meeting.
5. Availability at next Meeting – Tim Tuell advised he will be out of town from May 12<sup>th</sup> to the 14<sup>th</sup>; consequently he will not be at the next meeting. Carmen Pace advised he will be unavailable May 14<sup>th</sup>.

**4. Next Scheduled Meeting:**

- A. The next regular scheduled meeting will be Monday May 12, 2008 at 6:00 PM in Conference Room One.

Prior to adjournment Chairman Coombs offered to take members interested over to Town Hall to show him how things were progressing.

2. **Adjournment:** Motion by Raymond Grasso seconded by Tim Tuell to adjourn. **All members voted in favor.** Meeting adjourned at 7:18 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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