

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

Chairman Coombs called the Meeting to order at 6:06 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		
Polly Moon, Vice Chair, Lib. Board	X		

Today is day 424 of the Project

1. Public Comments:

1. None

2. Approval of Minutes:

- A. Minutes of June 23, 2008 Meeting – Motion by Raymond Grasso seconded by Stuart Temple to approved the minutes. **All but one member voted in favor (Tim Tuell abstained).**

3. Projects for Discussion:

I. Town Hall / Library Renovations – Phase 2

A. Expenditures

1. National Library Relocations Inc. – Invoice 14226 - \$1,435.00 – Motion by Raymond Grasso seconded by Stuart Temple to approve payment. **All members voted in favor.**
2. Special Testing Laboratories Inc. – Invoice 22151 -\$185.00 – Motion by Raymond Grasso seconded by Stuart Temple to approve payment. **All members voted in favor.**

B. Change Orders

1. AT&T Change Order # 8 – \$11,265.06 – Mike Turner advised this is for additional work for AT&T to proceed. Install data drops at existing desks where existing drops are not large enough. We would rather have AT&T do this versus Kronenberger. Working with Gary Santoro and Paul Dudley determined how equipment will be laid out found we need new patch panels to get things off the wall providing more flexibility. Motion by Raymond Grasso seconded by Stuart Temple to approve this Change Order in the amount of \$11,265.06. **All members voted in favor.**

C. Staff Information

1. Job Meeting Minutes Dated June 18 & 25, 2008– Motion by Raymond Grasso seconded by Carmen Pace to accept this as information. **All members voted in favor.**
 2. Chairman Coombs June 30th Letter to Council on Library Shelving bid – Motion by Raymond Grasso seconded by Carmen Pace to accept this as information. **All members voted in favor.**
 3. Conceptual Plan for Town Council Chambers – Peter Wells handed out a drawing developed by Ed Flynn for lighting. They have found better fixtures than ones originally proposed that will reduce the number of fixtures required, Peter then reviewed the conceptual drawing that he had prepared for the Town Council Public Works Committee. The Council Chambers will be reduced in size to allow across one wall the audio visual room, EOC Storage Room and a Misc. Storage Room. The entire room will be studded and sheetrock installed. Peter showed a sample of pressed molded drywall that will be used as a wainscoting panel to add to the décor. The wainscoting wall (requested by Town Council to add decor to the room) will be painted the balance of the walls will be normal sheetrock. This will decrease the size of the room approximately three inches all around. All electrical and data drops will be behind the sheetrock and the wire molding will be removed. The speakers will be in the ceiling. The cameras will be strategically located and the drop down projection screen will be able to show the picture on both sides of the screen at the same time so Council Members and people in the audience will see the same thing at the same time without anyone having to move. Peter Wells will be bringing this design to the Public Works Committee before it goes to Town Council. We will be looking to have Kronenberger do this work as a change order to the contract. Where they are already on board it will eliminate additional mobilization and demobilization costs. The contract will be set up so that work on the Town Hall and Library will not be held up to perform Council Chamber work first. The goal is to have this completed by the end of the year. Tim Tuell questioned why this work will fall under the Committee when it is not part of the bond. Chairman Coombs advised that the carpeting, ceiling and sprinkler system were part of the bond. It makes sense to have one contractor do all the work and this Committee provides oversight for the Council.
 4. Construction Schedule dated July 8, 2008 – Mike Turner advised that the end date didn't change. The schedule was changed to refine the schedule. The move back to Town Hall is scheduled for the week after Labor Day. Kronenberger will then need two to three weeks to finish up the Library. No-one can move until an area is given a certificate of substantial completion and a certificate of occupancy. Tim Tuell advised he was still looking for the "Contractual Completion Date". Mike Turner has this information upstairs. He will get this information to members in the form of a memo.
- D. Old Business
1. Construction Status – Chairman Coombs advised the roof is almost complete. The cap metal needs to be finished as well as punch list items. One of the two windows was installed. The window for the Library area came in damaged and needed to be replaced. Piping tests were conducted some sections passed and

other failed. They continue to install piping. The piping that passed inspection is being closed in. Chairman Coombs then went over the scenario to finish installing the fan coil units. Peter Wells had nothing to add to Chairman Coombs comments. Mike Turner advised that we are struggling with the warm weather and the pipes sweating. Kronenberger has had their insulation contractor adding more insulation to eliminate the condensation and pipe sweating. We still have to work on the air box in the mechanical room. The Town HVAC Technician is working on that issue. Tim Tuell had a question on the roof mansard cap. Why are the mansard cap on the Town Hall green and the flashing on the Library silver? Chairman Coombs advised the Town Hall cap is green to match the roofs on the canopies while the Library flashing stayed silver as originally designed. After a brief period of time the brightness of the silver will darken and not be noticeable. Tim Tuell also questioned why where the windows end the yellow is still showing? Are we missing stone panels? Chairman Coombs advised those yellow areas are to be covered with metal to match the window frames.

E. New Business

1. Budget Review – Mike Turner handed out a draft budget sheet. It is similar in design to the current budget sheet. The first page shows expenses to date and change orders approved to date. Out of a \$5,225,000 Budget \$4,570,752.64 has been spent or committed to date leaving a balance of \$625,547. Page two shows discretionary expenses. There are two columns, one showing prices for items as originally budgeted and a second column with the suggested revised budget, eliminating items based on discussions at the last meeting. These discretionary items total \$478,477.73 leaving a balance of \$147,069.63. The second page also shows Pending Change Orders. Some prices were calculated by Kronenberger some we are waiting pricing so Mike estimated the cost. There is \$82,195.96 in Pending Change Orders. The third page shows “Other considerations staff recommends” totaling \$57,100.00. On the third page is also a breakdown of the \$100,000 in technology expenses that has been budgeted for. Raymond Grasso was surprised to see the book security system and the self checkout units not being considered. When the Committee voted to get the Library Shelving from Tucker at a higher price than the low bid he did not want that used to offset eliminating the self checkout units and security systems. Mike Turner advised based on comments at the last meeting about the Regional Library approach to self checkout and security there was discussion to eliminate the self checkouts and security system so we didn’t purchase a system we would have to scrap that might not be compatible with the Regional System. Also by purchasing thru a consortium with other towns we will be able to purchase the system at a cheaper price. Raymond Grasso wanted these items added back into the budget. Mike Turner advised this is a draft and he will add the items back in. Laurel Goodgion asked if the Library elevator will be renovated to make it ADA compliant. Mike Turner advised once we sat down with the elevator company the only thing that had to be done was to change the phone. Mike has an estimated price upstairs and will arrange to have this accomplished. Laurel felt the control panel where the push buttons were need to be replaced because they are getting worn and faded. Tony Martino advised that money was put into the capital budget in an out year to

overhaul the elevator. Laurel also advised that the stove in the Library kitchen needs to be replaced because it is not ADA compliant. Chairman Coombs advised this is what happens when you go low bid and purchase from an out of state vendor. We will look at replacing the stove when we get the appliances for the kitchen on the ground floor. Raymond Grasso made a motion the information be accepted as information with the revision of adding the self check in and security system. There was no second to his motion. Chairman Coombs stated that the motion, as conditioned, was not necessary because he was sure the staff got the message. Tim Tuell made a motion seconded by Stuart Temple to receive the draft budget as information. **All but one member voted in favor (Raymond Grasso voted nay).**

Prior to requesting a motion to adjourn Chairman Coombs asked Laurel Goodgion, Polly Moon and Bonnie Therrien if they had any comments or questions. None of the aforementioned had questions or comments.

4. Next Scheduled Meeting:

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

3. Adjournment: Motion by Raymond Grasso seconded by Stuart Temple to adjourn. **All members voted in favor.** Meeting adjourned at 7:17 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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