

## WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE MINUTES - MONDAY February 12, 2007

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

### Present

		Present	Absent	Excused
<b>Committee Member Name</b>	Joseph Coombs, Chairman	X		
	Tim Tuell, Vice Chairman	X		
	Paul Camarco, Clerk	X		
	Raymond Grasso	X		
	Luke McEntire			X
	Carmen Pace	X		
	Stuart Temple	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>	Laurel Goodgion Library Director	X		
	Greg Curtin, Chair Library Board	X		
	Peter Wells, Architect	X		

Today is day 858 of the project.

#### 1. Public Comments:

A. None.

#### 2. Approval of Minutes:

A. [Minutes of January 22, 2007 Meeting](#) - Motion by Raymond Grasso seconded by Tim Tuell to approve the minutes. **All but two members voted in favor (Paul Camarco & Carmen Pace abstained).**

#### 3. Projects for Discussion:

##### I. Town Wide Radio System

##### A. Staff Information

1. Mike Turner advised there was nothing new to report.

**NOTE:** Stuart Temple and Greg Curtin arrived at 6:02 PM.

##### II. Town Hall & Library Renovations - Phase 1:

##### A. Expenditures

1. Bay State Elevator - Invoice 35342 - \$375.00 - Mike Turner advised he had forwarded this invoice to Nutmeg. We have received a Master Maintenance Service Agreement from Bay State on both the Town Hall and Library Elevators for next fiscal year. The maintenance agreement for this year ran out on January 16th. If we pay the attached invoice Bay State will extend the warrantee until July 1st at which time the new service agreement will come into play. The new maintenance service agreement is similar to the one the Board of Education

took out with them on their elevators. It is more comprehensive than the agreement Nutmeg has with Bay State. Plus their price on the Library Elevator is cheaper than the plan we have with another vendor. Motion by Paul Camarco seconded by Stuart Temple to approve this payment. **All members voted in favor.**

2. Nutmeg Companies - App # 28 - \$108,488.45 - Not having seen the backup sheets to this request for payment Chairman Coombs feels it might not be appropriate to pay the invoice until we see that they are not billing us for more than what has been completed. Peter Wells brought the backup material with him and he advised that the request for payment is appropriate and does not include payment for work yet to be performed. Peter advised beside retainage there is \$47,000 left to be paid and the Punch List Items does not come near that amount. Motion by Paul Camarco seconded by Stuart Temple to approve this payment. **All members voted in favor.**

#### B. Change Orders

1. PCO 208 - T & M Eliminate Floor Boxes - \$1,980.59 - Chairman Coombs advised this is a time and material item and he authorized the work to get things done. This work was critical to get the balance of the outstanding work accomplished. They were advised they were not to exceed \$1500.00. Motion by Paul Camarco seconded by Stuart Temple to approve this change order. **All members voted in favor.**

#### C. Staff Information

1. Budget Report Dated February 8, 2007 - Motion made Paul Camarco seconded by Stuart Temple to accept this report as information. **All members voted in favor.**
2. Change Order Log Dated February 7, 2007 - Motion made by Paul Camarco seconded by Stuart Temple to accept this report as information. **All members voted in favor.**
3. Job Meeting Minutes - January 17; 24 & 31, 2007 - Motion made by Paul Camarco seconded by Stuart Temple to accept this as information. **All members voted in favor.**
4. Mike Turner February 1, 2007 Letter to Andy Beatty - Motion made by Paul Camarco seconded by Raymond Grasso to refer this to the Tree Warden. **All but one member voted in favor (Stuart Temple voted nay).**
5. Andy Beatty February 6, 2007 Letter to Mike Turner - Motion made by Paul Camarco seconded by Raymond Grasso to refer this to the Tree Warden. **All but one member voted in favor (Stuart Temple voted nay).**

**NOTE:** Items 4 and 5 were voted on at the same time. Once the vote was taken Stuart Temple advised he thought we were transferring the responsibility for this problem away from us to the Tree Warden. Motion was then made by Raymond Grasso seconded by Paul Camarco to amend the original motions for items 4 & 5 to read "refer to the Tree Warden for Information". **All but one member voted in favor (Stuart Temple voted nay).** Motion by Paul Camarco seconded by Stuart Temple to leave the issue of the tree damage on future agendas. **All members voted in favor.**

#### D. Old Business:

1. Construction Status - Chairman Coombs advised the project is not 100% complete. The punch list is being completed and reviewed by the Architect, Engineer and Town Staff. Carpeting is not complete, emergency lights are not in and there are a couple of other small items to be accomplished. Chairman Coombs also advised that today he signed for attic stock. Peter Wells advised Nutmeg will soon be asking for a Substantial Completion Certificate. Mike Turner advised Peter he should wait and not issue the Substantial Completion Certificate until the Building Inspector issues the Certificate of Occupancy. When Peter signs off on the Substantial Completion Certificate the Town starts picking up the insurance, etc on the project. Mike Turner advised the Superintendent has been showing up and has to be advised he has to continue to come to let sub-contractors in. Until the work is completed and the building turned over Nutmeg has responsibility to let their sub-contractors in and oversee their work.

#### E. New Business:

1. Fan Coil Units - Chairman Coombs advised when the balancing of the fan coil units was done

we ran into problems with some of the fan coil units against the wall. The balancing firm took three of the units apart to see what was wrong. The throats added to connect to the exterior have a problem. Ed Flynn is aware of the problem and looking at the cut sheets to see what was proposed versus what was done. Air input is being short circuited. This is not a Town problem. Mike Turner advised Nutmeg did this work them self. The contract says if you don't know how to do the work, or want to know what to do to contact the Architect or Engineer for advise.

### **III. Town Hall / Library Renovations - Phase 2**

- A. **Expenditures** Prior to voting on these expenses Chairman Coombs advised since the packets were released we received another invoice from Joseph Merritt's for additional bids and specs that were ordered. Chairman Coombs requested the agenda be amended to Add Merritt's Invoice No, 10004432 in the amount of \$941.50 to the Agenda. Motion by Paul Camarco seconded Stuart Temple. **All members voted in favor.**
1. Joseph Merritt - Invoice 10003037 & 10004432 - \$1,129.80 & \$941.50- Motion made by Paul Camarco seconded by Raymond Grasso to approve these payments. **All members voted in favor.**
  2. National Library Relocations Inc. - Invoice 13789 - \$1,435.00 - Motion made by Raymond Grasso seconded by Stuart Temple to approve this payment. **All members voted in favor.**
  3. Tuthill & Wells - Invoice 3767 - \$31,472.00 - Motion made by Stuart Temple seconded by Paul Camarco to approve this payment. **All members voted in favor.**
  4. Tucker Library Interiors - Invoice 5930 - \$46,683.00 - Prior to voting on this item Chairman Coombs asked laurel Goodgion why the invoice included an additional unit for \$498.00 that wasn't in the original purchase order. Laurel advised it was for an item that should have been on the original bid. Motion made by Stuart Temple seconded by Raymond Grasso to approve this payment. **All members voted in favor.**
- B. **Change Orders**
1. AT&T Quote 251764-02 - \$14,475.06 - Mike Turner advised this quote and item 2 below are updated to show the proper expiration date and the quoted prices include prevailing wages. Motion by Paul Camarco seconded by Stuart Temple to approve this quote. **All members voted in favor.**
  2. AT&T Quote 251764-03 - \$1,549.48 - Motion by Paul Camarco seconded by Stuart Temple to approve this quote. **All members voted in favor.**
  3. PCO 211 - Acoustical Soffits - \$1,150.08 - Chairman Coombs advised this PCO was discussed at the last meeting. Motion by Stuart Temple seconded by Paul Camarco to approve this quote. **All members voted in favor.**
  4. PCO 212 - Library Ceiling Patch - \$ 615.34 - Chairman Coombs advised this PCO was discussed at the last meeting. Motion by Paul Camarco seconded by Stuart Temple to approve this quote. **All members voted in favor.**

**NOTE:** Paul Camarco left at 6:46 PM

### **C. Staff Information**

1. Pre-Bid Conference Attendance Sheet - Tim Tuell advised he was impressed by the number of firms attending. Mike Turner advised 35 bid packets have been picked up.
2. Cost Estimating Service - Mike Turner advised he has asked three firms to give him a price for the cost estimating service. So far he has received on bid back from one. Tim Tuell questioned why we didn't hire the estimator before now. Mike Turner advised until the final specs were ready for release and estimator could not do their job. They need the same final data as the contractors are working with. Since the bids close on February 20, 2007, we will need the cost estimators data when reviewing the bids it was suggested staff be given a price parameter to hire the estimator without having to wait until the Committee's next meeting, February 26, 2007. Motion by Stuart Temple seconded by Carmen Pace to allow Town Staff to award the bid for the estimator in an amount not to exceed \$9,000. **All members voted in favor.**

#### D. Old Business

1. Status of Bid Specs - Chairman Coombs advised the bid closing date is February 20, 2007. As of today 35 bid packages have been picked up. The goal is to be able to make a recommendation to Council at their March 19, 2007 Meeting and award the bid the beginning of April. Peter Wells advised we have not been getting many questions. He's afraid they're all going to wait until the last minute. There have been no technical questions yet just procedural questions. One vendor called asking who the sub-contractors were under Phase 1. Nutmeg did not want us to give that information out. We included it under Addendum One as this is FOI information. Mike Turner advised we have issued an addendum to the bid document providing the vendors with the prevailing wage rates as well as clarifying issues and storage requirements for the voting machine storage area. Mike advised according to the bid specs we have 90 days to award the contract.
2. Construction Status - Chairman Coombs advised nothing to report on Phase II work at this time.

#### E. New Business

1. None

#### 4. Next Scheduled Meeting:

- A. The next regular scheduled meeting will be Monday February 26, 2007 at 6:00PM in Conference Room One.

Prior to requesting a motion to adjourn Chairman Coombs asked Town Council Liaison Paul Montinieri, Library Chairperson Greg Curtin and Laurel Goodgion if they had any questions or comments. Paul Montinieri asked if we had a letter from Nutmeg regarding the amount of their claim. Mike Turner advised they will probably be looking for costs associated with the additional time (one and one half years) expenses for the trailer, staff etc. (NOTE: Change orders cover some of these expenses). Paul also questioned the amount of funds for Phase 2 covered in the bond. There is approximately \$3,500,000 work left to be performed under Phase 2 Bond. We have also requested funds thru the Capital Improvement Committee - \$25,000 for the Storage of Voting Machines in the Sally Port; \$50,000 for additional HVAC work and \$129,000 for the additional work requested for the Town Council Chambers.

5. **Adjournment:** Motion by Stuart Temple seconded by Raymond Grasso to adjourn. **All members voted in favor.** Meeting adjourned at 7:08 PM.

**NOTE:** After the meeting Chairman Coombs took members over to the Library to show them construction progress.

Paul T. Camarco, Clerk