

## WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE AMENDED MINUTES - MONDAY February 26, 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>	Liz Kirkpatrick, Asst. Library Director	X		
	Polly Moon, Vice Chair Library Board	X		
	Peter Wells, Architect	X		

Today is day 872 of the project.

#### 1. Public Comments:

A. None

#### 2. Approval of Minutes:

A. [Minutes of February 12, 2007 Meeting](#) - Motion by Raymond Grasso seconded by Carmen Pace to approve the minutes. **All but one member voted in favor (Luke McEntire abstained).**

#### 3. Projects for Discussion:

##### I. Town Wide Radio System

###### A. Staff Information

1. Mike Turner advised there was nothing new to report. Mike understands the proposal to the transition authority has been approved. The Town is waiting for documents to sign. **NOTE:** Tim Tuell and Stuart Temple arrived at 6:04 PM and Polly Moon arrived at 6:05 PM.

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

###### A. Expenditures

1. Nutmeg Companies - App # 29R - \$55,190.10 -Peter Wells advised this requisition is requesting reimbursement of the retainage for the Town Hall side of the project. Per the contract we are not required to pay retainage until 12 months after the project has been completed, not part of the project. Mike Turner advised shortly Nutmeg will be submitting a requisition for the balance of the work completed in February. Motion by Raymond Grasso seconded by Stuart Temple to reject this payment as it is not in accordance with the terms of the contract. **All members voted in favor. NOTE:** Paul Montinieri arrived at 6:07 PM.

## B. Staff Information

1. Budget Report Dated February 20, 2007 - Motion made Stuart Temple seconded by Raymond Grasso to accept this report as information. **All members voted in favor.**
2. Change Order Log Dated February 20, 2007 - Motion made by Stuart Temple seconded by Raymond Grasso to accept this report as information. **All members voted in favor.** Tony Martino requested members review the last page of the log under the category "Pending Town Hall Change Orders" to see if some should be changed from "Pending or Table" to "Rejected or Disputed" Each item was reviewed with the Architect and changes made. By rejecting some Change Orders we are freeing up funds increasing the bottom line left in retainage. Motion by Stuart Temple seconded by Tim Tuell to approve the Architects recommendation to change the status of PCO's under the "Pending Town Hall Change Order Category to "Rejected, Disputed or Take Off". **All members voted in favor.**
3. Job Meeting Minutes - February 7, 2007 - Motion made by Stuart temple seconded by Raymond Grasso to accept this as information. **All members voted in favor.**
4. John Lepper February 20, 2007 Letter - Tim Tuell questioned what part of the ordinance the Tree Warden was referring to. Mike Turner advised the section on tree removal. Motion was made by Raymond Grasso seconded by Stuart Temple to have the Peter Wells add this to the punch list. All members voted in favor

## C. Old Business:

1. Construction Status - Chairman Coombs advised the contractor still has the punch list to finish (light fixtures to install etc.). Nutmeg requested the Building Inspectors come down to day and inspect to award the certificate of occupancy (CO). The Inspectors came up with a list of items to be completed before they would consider issuing a CO. Between the Building Inspectors and Fire Marshall there are 30 items they need completed before the CO can be issued. Peter Wells advised his punch list as well. The CO is needed before Peter can even consider giving them a substantial completion certificate.

## D. New Business:

1. None

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

### A. Expenditures

1. None

### B. Change Orders

1. Appliance Quote - \$4,110.00 - Mike Turner advised these appliances are for the Library Staff Kitchen. The equipment is handicap accessible. Mike went over the requirements of what was needed to make the equipment handicap accessible. Laurel Goodgion picked out what she wanted and the Purchasing Dept went out and solicited 3 quotes. Mike Turner advised that A.J. Madison is the only bidder that bid on all four items. Purchasing went back and asked A.J. Madison if they were awarded the bid would they lower their price to \$4110.00, the lowest price for all items combined. They agreed so Mike suggested we purchase from them to deal with just one bidder. Motion by Raymond Grasso seconded by Stuart Temple to approve awarding the bid t A.J. Madison for \$4,110.00. **All members voted in favor.**

### C. Staff Information

1. Cost Estimating Service - Mike Turner advised he approached four firms to provide us with the cost estimating service. One firm came back no quote. R2D came in at \$8000; Newfield Construction came in at \$7,200 and Hill International came in at \$9,000. After some discussion motion by Raymond Grasso seconded by Luke McEntire to hire Newfield Construction to do the cost estimating. **All members voted in favor.** Once the estimating is done we will get their input for swing space. **NOTE:** Carmen Pace left at 6:45 PM.

### D. Old Business

1. Construction Status - Chairman Coombs advised nothing to report on Phase II work at this time. Mike Turner advised Ed Flynn is working with Barry Associates on the punch list items for the boiler work.

### E. New Business

1. Bid Tabulations - Chairman Coombs advised the numbers on the tab are what came out of the

bid package. Mike Turner, Peter Wells and Chairman Coombs did an analysis and suggest Bidders 1, 2 & 4 be considered for interview. Raymond Grasso asked Peter Wells if he knew anything about Banton Construction. Peter advised he used them in the past for value engineering. Ray questioned why not interview Banton as well. Chairman Coombs suggested just interviewing the lowest three with all the alternates included. Mike, Peter and Joe then went over what each alternate included. Mike Turner then read a proposed letter to the contractors inviting them to an interview. It is the same language used in the past. We will look to have the interviews on March 12th or 19th depending on when the Cost Estimator finishes their estimates. Interviews will be conducted in order of high to low bidder. Members will be forwarded bid packets for review well in advance of the interviews.

**4. Next Scheduled Meeting:**

- A. The next regular scheduled meeting will be Monday March 12, 2007 at 6:00PM in Conference Room One or at 5:30 PM in Room F3 of the Community Center if the Interviews are to be conducted that night.

Prior to requesting a motion to adjourn Chairman Coombs asked Town Council Liaison Paul Montinieri, Library Vice Chairperson Polly Moon and Liz Kirkpatrick if they had any questions or comments. No comments or questions.

- 5. Adjournment:** Motion by Raymond Grasso seconded by Stuart Temple to adjourn. **All members voted in favor.** Meeting adjourned at 7:15 PM.

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

Paul T. Camarco, Clerk