

## WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE MINUTES - THURSDAY May 3, 2007

Chairman Coombs called the Meeting to order at 5:00 P.M. in the Town Manager's Conference Room.

### 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>	Bonnie Therrien, Town Manager	X		
	Lisa Hancock, Finance Director	X		
	Laurel Goodgion, Library Director	X		
	Greg Curtin, Library Board Chairman	X		
	Ray Tribuzio, Kronenberger	X		

### 1. Public Comments:

A. None

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

A. Swing Space - Chairman Coombs advised within the packets members received was a report from the Town Manager as well as one from the Town Finance Director. Chairman Coombs requested comments from the members regarding these reports. Tim Tuell advised the most important part of the Town Manger's report was on page 3 "In making a recommendation to you, I need to take into account what is best for the entire community and what needs to be done to have this project completed as quickly as possible." The recommendation is to move Town Staff into the Main and Mezzanine Floors of the Library. Tim advised last week his walkthrough with the Contractor got his attention and moving the Town Hall Staff into the Library space made more sense then moving them in and out of the Council Chambers in small groups. The contractor advised Tim that if we didn't empty Town Hall into the Library he would have told us we should have done it once the project was competed. Tim took this to mean we might have faced delays in schedule arguments from them, by removing staff from the building they can complete the project on schedule. Raymond Grasso advised the third full paragraph on page 2 says it all regarding the penalty clause. He advised the Library would not be happy with this but there is no other viable option. Ray advised the analysis had to be done not based on one person's opinion. Chairman Coombs advised we have to look at this two ways:

a. Contractor's Hat - How to make it work efficiently to get the job done as quickly as possible.

- b. Town Hat - How to make it work more efficiently to get the job done with the least amount of disruption to the Public.

Motion by Tim Tuell seconded by Raymond Grasso that the Committee recommend to Town Council, contingent to their adopting Alternate 8 of the bid that Town Hall Offices be moved temporarily to swing space on the Main Floor and Mezzanine Floor of the Library during the period of construction. Prior to the vote Tim Tuell handed out for discussion a chart showing a possible timetable for construction. Based on Tim's chart Town Staff will not move in to the Library until October and start moving out in May with all construction finishing in August 08. Some Town Offices would start moving back into Town Hall in May 2008. Tim's chart is an estimate, we need to see Kronenberger's schedule. **All members voted in favor of the motion.** Then a motion was made by Raymond Grasso seconded by Carmen Pace to receive Finance Director Hancock's report as information. **All members voted in favor.** **Note:** Lisa Hancock left at 5:20 PM. Tim Tuell then made a motion seconded by Carmen Pace to recommend Town Council adopt Alternate 8 and that the contract amount and days be adjusted accordingly. **All members voted in favor.** Chairman Coombs then referenced State Librarian Kendall Wiggin's April 23, 2007 letter which was part of the packet. Chairman Coombs does not feel the information was portrayed properly to the State Librarian. Town Manager Therrien advised that Mr. Wiggin is on vacation and will not be back until Monday. The Town Attorney has been asked to look into this matter. **NOTE:** Raymond Grasso left at 5:24 PM. Luke McEntire then brought up the subject of isolation valves. Chairman Coombs advised they were installed by Nutmeg when they had to shut the system down so in the future we would be able to isolated floors or sections of floors if a fan coil unit had to be repaired or replaced without having to shut down the whole facility. By accomplishing this work we will be able to bring part of Town Hall back in a floor at a time with heat or HVAC depending on season. **NOTE:** Raymond Tribuzio of Kronenberger arrived at 5:32 PM. Mr. Tribuzio was advised of the motion to Town Council to use the Library as swing space. He advised this would speed up the process. He also advised this was a wise decision. The only areas to remain in Town Hall would be the Ground Floor Staff and the Data Processing Area which cannot be closed down. Ray advised he could work around Data Processing. He advised the Vault would be a touchy area. Chairman Coombs advised Mike Turner has some ideas on this and would go over them with Ray Tribuzio. Tim Tuell then went over his timetable with Ray Tribuzio and was advised Tim table was close to what he envisioned. The first thing Kronenberger will do is the Sally Port Area, Data Processing and the Library, opening up the skylight (all being done at the same time). They will also do the roofs and drains. Following this schedule will free up the Library for use as swing space so Town Hall can be accomplished vacant. Ray was asked how he would protect the Library carpets while working on the skylights. Members were advised plastic would put down scaffolding installed and on the scaffolding special planks installed to protect items from falling to the ground. Ray advised the carpet will not be damaged. Carmen Pace asked if the plan was to get the Library opened as soon as possible and was advised yes. By having the Town Hall vacated his hope is to increase the 60 day time savings projected in the bid. Kronenberger's policy is to do a good job, get out quickly and be considered for future projects. Town Councilor Paul Montinieri asked for a schedule so we can understand what space will be in play for the Library. Ray Tribuzio advised once they finish in the Library, the Town can allocate and use the space as they deem necessary. 95% of the Library work will be accomplished before Town Hall moves in there as swing space. Councilor Montinieri then advised the Committee they should be the sole group who determines who goes where in the Library while it is used as swing space. Efforts should be made to allow the Library to expand their services where possible to meet the concerns raised by the Public. Chairman Coombs advised Councilor Montinieri that the Committee, Town Engineer and Architect will determine who goes into what Library Space while it is used as swing space. Mr. Montinieri agreed. Chairman Coombs then asked Laurel Goodgion and Greg Curtin if they had any questions for the contractor, both said no. Tim Tuell then asked when the contractor would get started. He was advised as soon as he gets a contact from the Town which should be May 14th. He has his sub-contractors already lined up. The long lead time he will have will be for the glass and the windows. He needs to get the shop drawings done for the steelwork; his staff is currently working on them. **NOTE:** Ray Tribuzio left at 5:52 PM.

### 3. Next Scheduled Meeting:

- A. The next regular scheduled meeting will be Monday May 14, 2007 at 6:00PM in Conference Room One.

4. **Adjournment:** Motion by Tim Tuell seconded by Carmen Pace to adjourn. **All members voted in favor.**  
Meeting adjourned at 5:53 PM.

Paul T. Camarco, Clerk