

**WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING  
COMMITTEE  
MINUTES – MONDAY August 27, 2007**

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

Present

Committee Member Name	Present	Absent	Excused
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		
Peter Wells, Architect	X		
Laurel Goodgion, Library Director	X		
Greg Curtin, Chairman Library Board	X		
Paul Courchaine, Library Board	X		

Today is day 100 of the Project

**1. Public Comments:**

1. None

**2. Approval of Minutes:**

- A. Minutes of August 13, 2007 Meeting – Motion by Paul Camarco seconded by Carmen Pace to approve 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. AT & T – Invoice SB383354- \$1,050.00 – Motion made by Paul Camarco seconded by Stuart Temple to approve this payment. **All members voted in favor.**
2. EnviroScience – Invoice 0000489 - \$3,970.00 – Request was made on future invoices the type of testing be described. Motion made by Paul Camarco seconded by Stuart Temple to approve this payment. **All members voted in favor.**
3. Kronenberger & Sons – App. 2 - \$286,947.50 – Peter Wells advised he had the certified payrolls. They were mailed to him instead of Mike Turner. Kronenberger has been instructed to forward future certified payrolls directly to Mike Turner with a carbon copy of the transmittal form to Peter Wells. Motion made by Luke McEntire seconded by Stuart Temple to approve this payment. **All members voted in favor.**
4. Special Testing Labs – Invoice 21197 - \$325.00 – Motion made by Paul Camarco seconded by Stuart Temple to approve this payment. **All members voted in favor.**

5. Special Testing Labs – Invoice 21265 - \$185.00 – Motion by Paul Camarco seconded by Stuart Temple to approve this payment. **All members voted in favor.**
- A. Change Orders
    1. None
  - B. Staff Information
    1. Job Meeting Minutes dated August 8, 15 & 22, 2007. Luke McEntire questioned who Greg Rose was. Peter Wells advised Greg is the representative from Roofing Manufacture. Greg has been on site observing the roof installation, but was not checking in with Kronenberger's Superintendent. In the future Greg will let them know he was there. Motion by Paul Camarco seconded by Stuart Temple to accept this as information. **All members voted in favor.**
    2. FAQ's on the Town Hall / Library Renovation – Paul Camarco asked who wrote this. Bonnie Therrien advised she and Laurel Goodgion wrote this for employees to bring them up to date. They get questions from residents and don't have a response or refer them to the Town Manager's Office for answers. Luke McEntire asked if this information could be put on the website and bulletin boards. Bonnie will check into that. Motion by Paul Camarco seconded by Stuart Temple to accept this as information. **All members voted in favor.**
    3. Town Hall Change Order Log Dated August 22, 2007 – Motion by Paul Camarco seconded by Stuart Temple to accept this as information. **All members voted in favor.**
    4. Budget Summary dated August 23, 2007 – Motion by Paul Camarco seconded by Stuart Temple to accept this as information. **All members voted in favor.**
  - C. Old Business
    1. Construction Status – Chairman Coombs advised he had conversations with the contractor that he had concerns things aren't moving fast enough. Peter Wells wrote to the Project Manger concerning this. As a result of that memo Kronenberger replaced their Job Superintendent. John Dietz their new Superintendent started today. The roofers started back today doing more stripping. They had temporarily left the job site to help finish school roof projects before school started. The skylights are being removed. They are four inch thick glass blocks. Once the blocks are out the structural steel frames can be finished and metal decking installed. The iron workers will be here tomorrow to start working on the frames. The new staircase to the mezzanine floor is in. it now needs to have the concreted treads installed. Roof Drain work has started. Pipes need to be insulated. Shop drawings for windows have been reviewed by Peter Wells. There are a couple of minor changes Peter made to the shop drawings. Chairman Coombs met the asbestos contractor today. Their work is caught up on the Library side; they finished the initial phase of the Data Processing work last Wednesday. Peter Wells advised the sprinkler pipes are being roughed in. Luke McEntire asked about the revised schedules mentioned in the job minutes. Peter has asked for corrected copies. So far we have only agreed to a 3 day extension on the change order related to the mezzanine roof drains. Question was asked what Kronenberger will be doing while Town Hall Staff is moving into the Library. Peter advised until he sees the revised time schedule and shop drawings he can't say. Chairman Coombs advised a lot of ductwork has been installed in the Library. They need to install new duct expansion boots where the

asbestos ones were removed. We are waiting for the contractor to give us a quote to clean the ducts before the new sections are installed; the existing ducts have never been cleaned. Peter Wells advised Ray Tribuzio has a duct cleaning quote but need to get it typed up and to us. Carmen Pace asked if the Contractor still feels they can finish the project on time. Bonnie Therrien advised they told her they can still finish on time. Luke McEntire asked is the Project Manager was on the job site. Mike Turner advised he is here from time to time. The daily reports the Superintendent completes shows who are on site each day. Chairman Coombs advised they are still working on the damage to the southeast corner of the building. The Structural Engineer, Peter Wells, Mike Turner and Chairman Coombs have looked at the problem and can't figure out how it occurred. The Structural Engineer is working on a solution. This will be an expensive change order. It has to be repaired in such a way to keep continuity with the roof line.

D. New Business

1. Project Sign and Rendering – Mike Turner advised he added this to the agenda as he was requested by the Mayor and Town Council to have renderings of the outside of the building copied to show what Town Hall will look like. We have Peter's original and he has given us permission to have it copied. We have taken the original to Merritt's to have it copied. Bonnie Therrien advised copies will be put in various Town Buildings for resident to observe it. Mike Turner advised the Committee will be seeing an expense for this service on a future agenda.

Prior to requesting a motion to go into executive session Chairman Coombs asked Town Councilor Paul Montinieri; Laurel Goodgion and Greg Curtin if they had any questions or comment. Greg Curtin thanked Tony Martino for a copy of the Library FF&E expenses shown on the budget sheet. Greg advised the Library Board has a concern on the additional shelving and furniture needed for the meeting room. Greg advised there is a long lead time for ordering shelving and they don't want to see the shelving ordered and ready to be installed when Town Hall moved out of the Library. Chairman Coombs advised once we have a firm schedule we will back into the date to order the shelving. We know there is a long lead time for delivery. If we can free up part of the Library space sooner we will add that to the equation and have the shelving stored in place or in a storage container so it can be installed as soon as the Town Hall Staff vacates the Library. Paul Courchaine asked where the shelving money was in the budget. Tim Tuell asked that the Budget Summary given out be revised similar to the Phase 1 Budget show we can see what was budgeted by category. Tony Martino will work on the new Budget Summary format.

**NOTE:** Greg Curtin, Paul Courchaine, Laurel Goodgion and Paul Montinieri left at 6:40 PM.

4. **Executive Session:**

Motion made by Paul Camarco seconded by Stuart Temple to go into executive session at 6:40 PM. **All members voted in favor.** Present during executive session were Chairman Coombs; Paul Camarco; Luke McEntire; Carmen Pace; Stuart Temple; Tim Tuell; Peter Wells; Bonnie Therrien, Mike Turner and Tony Martino. Motion made by Paul Camarco seconded by Stuart Temple to end executive session. **All members voted in favor.** Executive session ended at 7:02 PM.

5. **Next Scheduled Meeting:**

- A. The next regular scheduled meeting will be Monday September 10, 2007 at 6:00 PM in Conference Room One.

Prior to the motion to adjourn Bonnie Therrien read a letter to the committee identifying insulated pipes leaking causing ceiling tiles to be ruined and in need of replacement. The letter also noted in the leak in the north wall was still persistent. The letter was dated August 11, 1960 and was signed by Tom Gray, Town Manager.

6. **Adjournment:** Motion by Paul Camarco seconded by Stuart Temple to adjourn. **All members voted in favor.** Meeting adjourned at 7:02 PM.

Once the meeting was adjourned Chairman Coombs took members interested over to the Library to show them the status of construction so they could visualize what they heard at the meeting.

I hereby certify that the above is a true copy of the minutes approved by the Town Hall Renovations Committee.

Paul T. Camarco, Clerk

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