

**WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING  
COMMITTEE  
MINUTES – MONDAY September 24, 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		
Laurel Goodgion, Library Director	X		
Paul Courchaine, Library Board	X		

Today is day 128 of the Project

**1. Public Comments:**

1. None

**2. Approval of Minutes:**

- A. Minutes of September 10, 2007 Meeting – Raymond Grasso advised item 3I for Change Orders had to be relabeled from A to B. Also a lot of discussion was held on the lack of receiving copies of the Change Orders being voted on and Paul Camarco's comments for voting nay had to be expanded on. When Paul arrived we reverted back to this item and Paul gave the language he wanted added for the minutes. Motion by Paul Camarco seconded by Raymond Grasso to approve the minutes as amended. **All members voted in favor.**

**3. Projects for Discussion:**

**I. Town Hall / Library Renovations – Phase 2**

- A. Expenditures
  1. Tuthill & Wells – Invoice 3785 - \$8,195.00 – Motion made by Raymond Grasso seconded by Luke McEntire to approve this payment. **All members voted in favor.**
  2. EnviroScience – Invoice 0000670 - \$13,465.00 – Motion made by Raymond Grasso seconded by Carmen Pace to approve this payment. **All members voted in favor.**

**NOTE:** Paul Montinieri arrived at 6:04 PM.
- B. Change Orders
  1. Change Order 6R – Duct Cleaning – Increase to \$12,747.96 (Amendment) – Chairman Coombs advised when the duct cleaning PCO was developed no one took into consideration cleaning the filters, blowers and equipment attached to the ducts. We didn't want to clean the ducts and then have them dirty right way from the dust on the filters, blowers, etc. Mike Turner advised after the work was done and before the ducts were closed up he investigated and the ducts and area are clean. **NOTE:** Paul Camarco arrived at 6:08 PM. This additional work was done

at the recommendation of the Engineer Ed Flynn. Chairman Coombs asked members to consider tabling this item as he want so see what was cleaned. He doesn't feel the 5 days extension of time is warranted. All the work was done last week and it didn't hold anything up, including the current timeline. He wants to look at the timesheets before considering giving an extension of time. Raymond Grasso went over the criteria as to when to allow or not allow an extension of time. Committee members asked if Peter Wells agreed to the extension of time. When we get a PCO we should have Peter's comments as to whether he agrees with the work, figure and extension of time if one is listed. Chairman Coombs advised there was nothing else to be done. Ceiling Grids have not been delivered yet. The roof drains have not passed inspection yet. Chairman Coombs advised that the plumber had requested an inspection of the roof drains Friday, the Job Superintendent said he needed to be there. When it was time to perform the roof drain inspection the Job Superintendent couldn't be found so the inspection wasn't accomplished. The plumber rescheduled with the Building Inspector. On Monday morning the Job Superintendent thought the test was done and passed so he pulled the plugs from the pipe. When the time came to do the test there was no water in the system so it had to be rescheduled. This causes a delay in the project that is not our fault or warrants an extension of time.

Motion by Raymond Grasso seconded by Paul Camarco to table PCO 6R in the amount of \$12,747.96. **All members voted in favor.**

2. Change Order 11 – Duct Modifications - \$2,280.09 – Chairman Coombs advised there were two places where the ductwork is in conflict with the new drain pipes, required by code. This work is warranted and Ed Flynn agrees to the time extension. Motion by Paul Camarco seconded by Raymond Grasso to approve PCO 11 in the amount of \$2,280.09. **All members voted in favor.**
3. Change Order 12 – Sally Port Changes - \$7,628.95 – Chairman Coombs advised this is to install heating in the sally-port in the area outside the registrar's storage area. When the initial plans were prepared the registrar's area was the only one taken into consideration. Once the new wall went up we also found the need to move a couple of sprinkler heads to meet code requirements. Motion by Paul Camarco seconded by Carmen Pace to approve PCO 12 in the amount of \$7,628.95. **All members voted in favor.**
4. Change Order 13 – Re-Insulate Piping in Mechanical Room - \$6,155.59 – Chairman Coombs advised this PCO is self-explanatory. All the piping was wrapped in an asbestos wrap that was removed now the piping needs to be rewrapped to avoid condensation when the system comes back on. Tim Tuell asked why this wasn't part of the original specs. Chairman Coombs advised some of the work wasn't discovered until demolition occurred. The piping couldn't be accessed until demolition occurred. Motion by Luke McEntire seconded by Carmen Pace to approve PCO 13 in the amount of \$6,155.59. **All members voted in favor.**

C. Staff Information

1. Job Meeting Minutes dated September 10, 2007. Luke McEntire questioned the fact Mike Turner was listed as attending the meeting when in fact he wasn't there. Mike advised Peter Wells prepares those minutes and will get them corrected. Motion by Paul Camarco seconded by Raymond Grasso to accept this as information. **All members voted in favor.**

2. Town Hall Change Order Log Dated September 18, 2007 – Motion by Raymond Grasso seconded by Paul Camarco to accept this as information. **All members voted in favor.**
3. Budget Sheet Dated September 18, 2007 – Tim Tuell had a question on the budget sheet. He had a draft detailed sheet that Mike Turner was working on and an abridged version he had prepared. Based on the numbers and the change orders approved tonight there is not much money left to do future change orders. Tim advised we need to know the bottom line before we can approve future change orders. The Committee needs the information sooner than later. **NOTE:** Bonnie Therrien arrived at 6:39 PM. Mike advised in his draft he was making assumptions on unspent items. Chairman Coombs advised that the budget was prepared taken everything into consideration. Some items are listed as allowances. In renovation projects there are discovery items that eat into the budget. Building construction comes first and allowances come later. We need to have a sound leak proof building and worry about furnishing it later. Chairman Coombs advised as time progresses and we see where we are the Town might have to budget for furnishing under Capital Projects. We might also look at having Town Staff do some work to keep costs down. Luke McEntire advised he was concerned with Tim Tuell's comments. Once we get to the Town Hall side for renovations we will probably have more discoveries that will increase cost. Tim Tuell advised we are now flying without radar. He wants a new formatted budget report by the next meeting to see where the \$700,000 left in the budget is being allocated. Chairman Coombs asked Laurel Goodgion to refine her furnishing numbers for the budget. Motion made by Paul Camarco seconded by Raymond Grasso to accept this as information. **All members voted in favor.**
4. Library Board Minutes – August 28, 2007 – Chairman Coombs advised Laurel that there was an error in the Library Board Minutes regarding the Board Room ceiling and lights. Motion by Paul Camarco seconded by Raymond Grasso to accept this as information. **All members voted in favor.**

D. Old Business

1. Construction Status –
  - a. Sally Port – Chairman Coombs advised the contractor is still working there. The walls are all taped but need sanding. They still need to finish insulating the pipes. There is still electrical work to be finished.
  - b. Roof – Chairman Coombs advised drain piping in place. Inspection test tomorrow. If test passes then pipes can be insulated.
  - c. Misc. – Chairman Coombs advised a lot of sheetrock was delivered today. Kronenberger is going to do sheetrock work themselves and eliminate their sub-contractor. Work in the Data Processing Room continues. Kronenberger has been advised what has to be done before the Town can start doing their work in that room without delaying us or the move to the Library. Brick washing continues. Peter Wells has picked out the mortar color so the contractor can start replacing bricks, where required. The plumbing test in the Library bathroom passed. Kronenberger can start insulating and sheet rocking that area. The Roofing Contractor wants to start putting gravel on the roof and was told not until the skylight frames are installed. Luke McEntire commented when Kronenberger gave their presentation for the job they advised they had a lot of good subs that followed them from job

to job. Now we are at the point where they are letting their third subcontractor go.

E. New Business

1. Library Board – Paul Courchaine advised that the Library Board would review the costs for the items under allowances that the Library is looking for. He asked who he should get the final numbers to. Bonnie Therrien asked that the numbers come back to her.

4. **Executive Session:**

Chairman Coombs advised there was no need to go into executive session.

5. **Next Scheduled Meeting:**

- A. The next regular scheduled meeting will be Tuesday October 9, 2007 at 6:00 PM in Conference Room One.

6. **Adjournment:** Motion by Raymond Grasso seconded by Paul Camarco to adjourn. **All members voted in favor.** Meeting adjourned at 6:56 PM.

After the meeting Chairman Coombs took members interested into the sally-port to show them progress made to date.

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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