

## **WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE AMENDED MINUTES - MONDAY January 9, 2006**

Chairman Coombs called the Meeting to order at 6:00 P.M. in the Public Works Conference Room. Members present were Paul Camarco, Joseph Coombs, Raymond Grasso, Carmen Pace, Stuart Temple and Tim Tuell. Staff Liaison Tony Martino, Mike Turner, Town Manager Bonnie Therrien, Town Councilor Andy Adil and Library Director Laurel Goodgion were also present. Committee Member David Edwards was absent.

Today is day 462 of the project.

### **1. Public Comments:**

A. None.

### **2. Approval of Minutes:**

A. [Minutes of December 27, 2005 Meeting](#) - Motion by Paul Camarco seconded by Carmen Pace to approve minutes. **All members voted in favor.**

### **3. Executive Session**

Chairman Coombs advised there would not be an Executive Session tonight. The Architect and Town Attorney are still researching questions asked and Tony Martino is still computing the data requested in the previous executive session. Tim Tuell wanted the record noted his concern for why there was a need for executive session.

### **4. Projects for Discussion:**

#### **I. Town Wide Radio System**

##### **A. Staff Information**

1. Mike Turner advised he would be meeting with Rae Ann Palmer tomorrow to develop the budget for rebanding.

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

##### **A. Expenditures**

1. Community Resource Mgt - Invoice 14 - \$380.00 - Motion by Paul Camarco seconded by Raymond Grasso to approve payment. **All members voted in favor.**
2. EnviroScience Consultants - Invoice 0000007 - \$1,252.00 - Mike Turner advised this was for monitoring work. Motion made by Raymond Grasso seconded by Paul Camarco to approve payment. **All members voted in favor.**

**NOTE:** Stuart Temple arrived at 6:04 PM

3. Nutmeg Companies - Req. # 15 - \$98,915.47 - Motion made by Tim Tuell seconded by Paul Camarco to table payment until discussion on construction status Agenda Item 4IID1. **All members voted in favor.**
4. United Paint & Wallpaper - Invoice 575681 - \$23.57 - Chairman Coombs advised he recommended reducing the payment by \$9.02. We should not pay for tools. The tool payment will be taken from Physical Services operating budget. Motion made by Raymond Grasso seconded by Paul Camarco to approve a payment of \$14.55. **All members voted in favor.**

##### **B. Change Orders**

1. PCO 103 - Exit Signs for Walkway - \$869.28 - Chairman Coombs advised the signs are for inside the building entering from the walkway on Silas Deane. The old exit signs do not conform to the new alarm system and a new circuit had to be installed because the old circuit was cut when the elevator shaft was cut in. Motion made by Raymond Grasso seconded by Paul Camarco to approve change order with the caveat that the PCO will not extend the time of the contract. **All members voted in favor.**

##### **C. Staff Information**

1. Budget Report December 28, 2005 - Motion by Paul Camarco seconded by Stuart Temple to accept this as information. **All members voted in favor.**
2. Change Order Log January 5, 2006 - Motion made by Raymond Grasso seconded by Paul

Camarco to accept this as information. **All members voted in favor.**

3. Nutmeg Work Schedule dated January 3, 2006. Chairman Coombs advised this Wednesday morning he and Mike Turner have a meeting with the Architect and Engineer to review Phase I and II. They will also review this schedule to see where it can be revised. Laurel Goodgion advised she has a problem with the amount of time required to move the Children's Library downstairs (She doesn't feel it's enough time). Motion by Paul Camarco seconded by Raymond Grasso to accept this as information with a rejection of the date of completion. **All members voted in favor.**

**NORE:** Bonnie Therrien arrived at 6:11 PM

#### D. Old Business:

1. Construction Status - Chairman Coombs advised a partial punch list was created for Town Hall Ground Floor. Mike Turner prepared his own list which was forwarded to the Architect for inclusion in the finalized punch list. There is finish painting, cleaning and balancing of the heating system to be accomplished. There are a couple of old thermostats that need to be replaced. Mike is looking to see if the Town HVAC Technician can do it. If not, a request will be made to Nutmeg. The counter in Park & Recreation has been painted. Construction wise the project is pretty well completed. Paul Camarco asked how big the partial punch list was. Chairman Coombs advised six pages. Most of the items were painting touchups. We now have to get the phone and data lines connected so the staff can move over. Gary Santoro is working the phones with SBC, our contractor. The game plan will be to move Health over first, then Park and Rec. with Social and Youth Services moving last. The first two areas will move in a day, Social and Youth Services will take more time. Physical Services staff will relocate these Departments. Phones and data lines will be transferred the night of the each departments move so they will not be without phones.

With completion of discussion of construction status Tim Tuell reminded members we had to go back to Item 4IIA3 - Nutmeg's Requisition. Tim Tuell feels we have no grounds to deny. Raymond Grasso was looking for answers from Architect and Town Attorney that were raised in executive session. He would like those answers before approving this requisition. Tabling until the next regularly scheduled meeting will keep us within the 30 day requirement to make payment. Motion made by Paul Camarco seconded by Raymond Grasso to table this item. **All members voted in favor.**

#### E. New Business:

1. Mike Turner handed out a John Watts furniture quote for Social and Youth Services. Because of the clients they deal with modular furniture does not lend itself to Social and Youth Services. The list shows the full price that was then discounted by the State bid. The list price is an industry price set by the manufacturer's that the vendors then discount in the bid process. Stuart Temple questioned why we didn't get more quotes. Bonnie Therrien advised the Town has the option to use the State Bid. The State goes out and gets multiple quotes then picks a vendor which the municipalities get to piggy back off of. This saves us the cost of bidding as well as getting a better discount thru the State's volume purchases. Mike advised members that the blue chair near the door was a sample of the chair Social and Youth Services is looking for their conference rooms. The fabric color selection will be different. Tim Tuell would like to see pictures of the furniture unless someone could substantiate the appropriateness of the furniture. Chairman Coombs advised there are three categories of furniture: good, better and best. This furniture is good and functional. It will last a long time meeting the Departments needs. Tim also has a concern for the need of casters on conference room chairs. Andy Adil questioned if we are bringing over old furniture, modular furniture (donated to the Town) and this new furniture. Will all the furniture complement each other? Chairman Coombs advised yes. Mike Turner advised the furniture quote is within the budget. If you look at item 4IIC1 there is \$67,310 balance in the Town Hall Furniture Item. The balance of funds not used here

will be used for conference room furniture for the second floor and furniture in other areas. Mike asked for a motion to add this item to the agenda so if the Committee approved it tonight it could be put on the Town Council's agenda next week for approval. Comment made that furniture would not be received before the Dept's moved in requiring them to move over with their old furniture. Raymond Grasso suggested the item be put on the next agenda. All members agreed.

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

**A. Expenditures**

1. None

**B. Change Orders**

1. None

**C. Staff Information**

1. None

**D. Old Business**

1. None.

**E. New Business**

1. Chairman Coombs advised he and Mike Turner have a meeting scheduled Wednesday morning with the Architect and Engineers to go over the drawings for Phase II. They will also discuss the schedule for Phase I.

**NOTE:** Prior to adjourning the meeting Chairman Coombs asked if anyone had any questions regarding anything on the Agenda. No one had questions.

**5. Next Scheduled Meeting:**

- A. The next regular scheduled meeting Monday January 23, 2006 at 6:00PM in the Public Works Conference Room. Next Special meeting will be Tuesday January 17, 2006 if needed.

**6. Adjournment:** Motion by Raymond Grasso seconded by Paul Camarco to adjourn. Meeting adjourned at 6:45 PM. **All members voted in favor.**

Immediately after the meeting Committee Members were taken downstairs and shown progress on construction.

Paul Camarco, Clerk