

## WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE MINUTES - MONDAY February 27, 2006

Chairman Coombs called the Meeting to order at 6:02 P.M. in the Shared Conference Room Ground Floor). Members present were Paul Camarco, Joseph Coombs, Raymond Grasso, Carmen Pace and Tim Tuell. Staff Liaison Tony Martino, Mike Turner, Town Manager Bonnie Therrien, Architect Peter Wells, Ed Flynn and Library Director Laurel Goodgion were also present. Committee Members David Edwards and Stuart Temple were absent.

Today is day 511 of the project.

### 1. Public Comments:

A. None.

### 2. Approval of Minutes:

A. [Minutes of February 13, 2006 Meeting](#) - Motion by Paul Camarco seconded by Tim Tuell to approve the minutes. **All but one member voted in favor (Raymond Grasso abstained).**

### 3. Projects for Discussion:

#### I. Town Wide Radio System

##### A. Staff Information

1. Mike Turner advised the Radio Committee would be meeting tomorrow. Nothing has been received back from Trott Associates. Mike and Rae Ann Palmer are finalizing the rebanding budget which is due by the end of March.

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

##### A. Expenditures

1. Hartford Safe & Lock - Invoice 5433 - \$118.25 - Motion made by Paul Camarco seconded by Raymond Grasso to approve this payment. **All members voted in favor.**
2. Hartford Safe & Lock - Invoice 420752 - \$5.00 - Motion made by Paul Camarco seconded by Raymond Grasso to approve this payment. **All members voted in favor.**

##### B. Change Orders

1. PCO 10R4 - Door Hardware - \$14,251.88 - Peter Wells advised this is for the labor to install the hardware in the Library. We previously had Nutmeg buy all the hardware for us at the beginning of the project. Raymond Grasso asked if this PCO would increase the timeline on the schedule. Peter Wells advised no. Motion made by Paul Camarco seconded by Raymond Grasso to approve change order. **All members voted in favor.**
2. PCO 113R - Light at Enclosed Walkway - \$727.71- This request was previously submitted and sent back to have the numbers refined. This revision is for a lower more reasonable number. Raymond Grasso asked if this PCO would increase the timeline on the schedule. Peter Wells advised no. Motion made by Paul Camarco seconded by Raymond Grasso to approve change order. **All members voted in favor.**
3. PCO 115 - Extra Abatement # 3 - \$7,981.50 - Mike Turner advised part of this is on the ground floor of the Library where the book nook was. The balance of the work is the Fire Marshal's old office so we can reconfigure the area for the Town Planner. Raymond Grasso asked if this PCO would increase the timeline on the schedule. Peter Wells advised no. The Contractor can fit it in with his current workload. Motion made by Paul Camarco seconded by Raymond Grasso to approve change order. **All members voted in favor.**

##### C. Staff Information

1. Budget Report February 22, 2006 - Tim Tuell questioned the negative balance. Mike Turner advised the extra \$790,000 wasn't taken into consideration yet. The Committee has to decide where the money is to be split in the budget. Motion by Paul Camarco seconded by Tim Tuell to accept this as information. **All members voted in favor.**
2. Change Order Log February 22, 2006 - Motion made by Paul Camarco seconded by Tim Tuell to accept this as information. **All members voted in favor.**
3. Lunchroom Furniture Quote - \$1,985.74 - Tony Martino showed members samples of the

material for the chairs as well as the color selections for the chairs and tables. Motion made by Tim Tuell seconded by Paul Camarco to accept this quote and order the furniture. **All members voted in favor.**

**D. Old Business:**

1. Construction Status - Mike Turner advised for the most part the Contractor has been working on abating the Library Ground Floor. We cannot tell the progress as the area is sealed off. They also started working on the counter entrance to the Building Inspection Department. The area has been demoed and the carrying beam installed. They hope to have this finished by tomorrow. They put up shoring while demolishing the area. The Fire Marshal was moved from his office to the Conference Room we use to meet in. This will be Gary's permanent location.
2. ADA Status - Mike Turner advised we have submitted paperwork to the State for reimbursement of the last two draw downs. \$332,000 of the \$390,000 has now been requested to date. The canopy is the next item to be finished by the end of March which will be the next drawdown against the Grant.

**E. New Business:**

1. Mike Turner advised we received a letter from Fair Labor Foundation requesting to review certified payrolls for the project. They reviewed the payroll and took copies of payrolls required for their review.

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

**A. Expenditures**

1. None

**B. Change Orders**

1. None

**C. Staff Information**

1. Mike Turner advised he met with Peter Wells and Ed Flynn last week while Joe Coombs was away. Thus the reason for Peter and Ed to be listed under new business.

**D. Old Business**

1. None

**E. New Business**

1. Discussion with Peter Wells Regarding Bid Packages - Peter Wells advised his tasking from the last meeting was to break the bids out into four phases. He started doing the scheduling and found it would be better to bundle the whole project together for coordination but have the Town purchase the boilers, burners and pumps now. This would cut down on the lead time for starting the project. There has to be interfacing with the facade, roof and moving people around during construction. With one contractor overseeing the project with his sub-contractors we can coordinate scheduling and work. The building facade has to go up vertically instead of horizontally which effects moving staff around. Tim Tuell questioned if we purchased the boilers etc in advance will this cause us to loose warrantee time? Ed Flynn advised warrantee doesn't start until after the boilers are fired up for the first time. Tim then asked if the contract could be worded to require the contractor to attend some of our meetings. Peter advised he would include such language. It was requested the bid specs request the contractor update the schedule every two weeks. The entire bid specs language will be reviewed with the Committee before it goes out to bid. Peter is now working on the technical specs for the bid. He will then schedule moving departments during the construction. His plan is to have the final bid specs ready to bid the middle of May with a bid closing the end of June. Carmen Pace questioned if the bid could state the contractor will be penalized if he doesn't meet the schedule and receive a bonus if he finishes ahead of time? Bonnie Therrien advised she did this in South Carolina but will check with the Town Attorney to see if we could do it here. Chairman Coombs advised we will be inconveniencing people using the parking lot during phase two as we will use some of the parking lot for a staging area. The contractor will put all the fan coil units and piping in at one time. Mike Turner advised the roofer will be requested to repair the roof over the Library first since it has active leaks. Bonnie Therrien advised she would want to bring the concept of the bid to Town Council for

review before it's released. Ed Flynn advised he had concerns with the Town Clerks Vault. The vault does not meet current vault standards. We will be eliminating the windows with a block wall but do not know if we will be required to install a dehumidifier system and dry fire extinguisher system. When the work is done in the vault all the files have to be moved somewhere. Tim Tuell asked where we were looking for alternate space and when we would start moving people. Peter Wells advised we will start moving people in June. Paul Camarco suggested we look into moving Town Hall Staff into the Middle School for the summer. Vacating the building for that period of time will allow the contractor to accomplish more with no-one in the building. Motion by Paul Camarco seconded by Raymond Grasso to bid the total Phase 2 project in one bid package with the Town purchasing the boilers, burners and pumps themselves having the contractor winning the bid install the pre-purchased items. **All members voted in favor.**

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

4. **Next Scheduled Meeting:**

- A. The next regular scheduled meeting Monday March 13, 2006 at 6:00PM in the Shared Conference Room. Next Special meeting will be Monday March 6, 2006, if needed.

5. **Adjournment:** Motion by Raymond Grasso seconded by Paul Camarco to adjourn. Meeting adjourned at 7:08 PM. **All members voted in favor.**

Paul Camarco, Clerk