

WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE MINUTES - MONDAY December 11, 2006

Vice Chairman Tuell called the Meeting to order at 6:07 P.M. in Conference Room One.

Present

		Present	Absent	Excused
Committee Member Name	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		
Liaison Present	Andy Adil, Council Liaison		X	
	Tony Martino, Staff Liaison	X		
	Mike Turner, Staff Liaison	X		
Staff & Guests Present	Bonnie Therrien, Town Manager	X		
	Peter Wells, Architect	X		
	Laurel Goodgion Library Director	X		
	Liz Kirkpatrick, Asst Library Director	X		
	Polly Moon, Vice Chair Library Board	X		

Today is day 795 of the project.

1. Public Comments:

A. None.

2. Approval of Minutes:

A. [Minutes of November 27, 2006 Meeting](#) - Motion by Stuart Temple seconded by Carmen Pace to approve the minutes as amended. **All but one member voted in favor (Paul Camarco abstained).**

3. Projects for Discussion:

I. Town Wide Radio System

A. Staff Information

1. Bonnie Therrien advised Rae Ann is working financial issues. She hopes to hear back from them in a week.

II. Town Hall & Library Renovations - Phase 1:

A. Expenditures

1. Hartford Safe & Lock - Invoice 6289 - \$99.00 - Motion by Raymond Grasso seconded by Stuart Temple to approve this payment. **All members voted in favor.**

2. Home Depot - Invoice 5027844 - \$77.99 - Motion by Carmen Pace seconded by Raymond Grasso to approve this payment. **All members voted in favor.**

3. Nutmeg Companies - App. No. 26 - \$33,476.23 Motion by Luke McEntire seconded by Stuart

Temple to approve this payment. **All members voted in favor.**

NOTE: Chairman Coombs arrived at 6:12 PM.

B. Change Orders

1. PCO 184R - ASK - 4 Revised - \$24,190.35 - Peter Wells advised the price is now down to \$18,816.82. He is hoping to get the price even lower. This is for additional wiring and data jacks on the main floor of the Library. Peter has been working on this since May with Laurel Goodgion and Andy Beatty. Now that the shelving has been laid out we know where plugs are needed. Peter had a floor layout that showed existing plugs and where new outlets are needed. Peter handed out a matrix showing electric and data requirements so members could see the material used in developing the cost of this PCO. Luke McEntire asked if this could be held up until Phase 2. The additional costs for waiting for Phase 2 were discussed. Chairman Coombs advised this is the most practical way of doing the job. If the Committee does not approve this PCO tonight it will hold up Nutmeg's schedule. They need to get the wiring done before they sheetrock the walls. Peter talked about the cost savings differences between flat floor outlets and box conduits. Laurel Goodgion advised she was concerned there were not enough plugs in the teen center and public computer area to meet her needs. Peter advised there were enough plugs. Motion by Luke McEntire seconded by Paul Camarco to approve this change order in an amount not to exceed \$18,816.82 and allow Peter Wells to reduce the scope of work where appropriate. **All members voted in favor.**
2. PCO 193 - Projection Screen - \$1,956.17 - This item was tabled at the last meeting. Peter Wells advised after further research Nutmeg is looking to install a projector in the Town Hall Meeting Room and the Children's Program Room. There is a screen for the Town Hall Meeting Room already and they are looking to add an Additional screen in the Children's Program Room. The wiring has already been completed in the Town Hall Meeting Room. Tim Tuell asked if there was other work done for which we have not seen a PCO for yet? He was advised no. Members agreed to leave this item tabled as it is not a life and safety issue.
3. PCO 194 - Lights in Corridor L108 - \$4,878.79 - Peter Wells advised we don't have much to say on this as it is something the Fire Marshal requires. Peter advised this is a different location from the PCO previously approved. Luke McEntire thought the price was expensive. Chairman Coombs advised it requires wiring back to the generator. Motion by Paul Camarco seconded by Raymond Grasso to approve this change order. **All members voted in favor.**

NOTE: Paul Camarco left at 6:50 PM.

4. PCO 196 - Main Level Library Cable Tray - \$17,137.94 - Mike Turner advised this will be paid under Phase 2. The price is comparable to what we paid to have the cable tray installed on the Town Hall side. Peter Wells advised Nutmeg save us some money on this as they found another way to bring the cable up to the mezzanine floor eliminating the need for a tray there. Raymond Grasso asked if this would add to the construction schedule. He also asked if the work was already done. He was advised no on both counts. Motion by Raymond Grasso seconded by Stuart Temple to approve this change order. **All members voted in favor.**

C. Staff Information

1. Budget Report Dated December 1, 2006 - Tony Martino advised since the packets were released on Friday Chairman Coombs canceled two PCO's and one was transferred to Phase 2. He also recalculated PCO 184R to \$18,816.82. Accomplishing the aforementioned changed the Phase I bottom line from (\$4,441.08) to \$37,197.15. Motion made by Tim Tuell seconded by Carmen Pace to accept this report as information. **All members voted in favor.**
2. Nutmeg Change Order Log Dated November 29, 2006 - Motion made by Raymond Grasso seconded by Carmen Pace to accept this report as information. All members voted in favor
3. Change Order Log Dated December 1, 2006 - Motion made by Raymond Grasso seconded by Stuart Temple to accept this report as information. **All members voted in favor.**
4. Construction Schedule Dated December 5, 2006 - Motion made by Raymond Grasso seconded

by Stuart Temple to accept this report as information. **All members voted in favor.**

5. Job Meeting Minutes - November 21 & 29, 2006 - Motion made by Stuart Temple seconded by Raymond Grasso to accept this as information. **All members voted in favor.**

D. Old Business:

1. Construction Status - Peter Wells advised Nutmeg is waiting to hear from us on lighting and drywall. The subcontractor was in measuring for millwork. We are expecting a credit for some millwork but it will probably be used up to build the coffee bar on the Library Main Floor. Nutmeg is performing ceiling work, installing fire alarms, doors and hardware and is getting ready to put down carpeting. We still have issues on the floor expansion joint between the original building and the addition.
2. Small Cities / ADA Status - Mike Turner advised that DECD will be here tomorrow at 10:00 AM to perform our final audit. We do not foresee any problems as they were happy with our files at the last audit.

E. New Business:

1. None -

III. Town Hall / Library Renovations - Phase 2

A. Expenditures

1. EnviroScience Consultants - Invoice 000013 - \$6,835.00 - Motion by Stuart Temple seconded by Raymond Grasso to approve this payment. **All members voted in favor.**
2. Hartford Sprinkler - App # 4 - \$26,837.50 - Peter Wells had some questions and was waiting to here back from Ed Flynn. Motion by Carmen Pace seconded by Luke McEntire to keep this item tabled. **All members voted in favor.**
3. National Library Relocations - Invoice 13737 - \$2,291.00 - Motion by Raymond Grasso seconded by Stuart Temple to approve this payment. **All members voted in favor.**
4. National Library Relocations - Invoice 13747 - \$1,435.00 - Motion made by Raymond Grasso seconded by Stuart Temple to approve this payment. **All members voted in favor.**

B. Change Orders

1. PCO - Letter dated September 29, 2006 - Hartford Sprinkler - \$1,515.30 - Peter Wells advised he had some questions and was waiting to hear back from Ed Flynn. Motion made by Stuart Temple seconded by Raymond Grasso to table this change order. **All members voted in favor.**

C. Staff Information

1. Barry Associates November 28, 2006 Letter - Chairman Coombs advised this is a letter of acknowledgement that the work is completed and the warrantee has started. This is the regular warrantee period not the extended warrantee time we paid for. Chairman Coombs advised they performed satisfactory work. Motion made by Stuart Temple seconded by Carmen Pace to accept this as information. **All members voted in favor.**

D. Old Business

1. Status of Bid Specs - Peter Wells advised to date town staff has gone thru all building and fire code issues. There will be another review this Friday with staff to be sure all the changes have been incorporated into the document. The last thing we have to hammer out is where we will put people during renovation. We are looking at the Town Hall Council Chambers and the Library as swing space. After Friday once the plans are finalized they will be reviewed with Department Heads. Chairman Coombs advised most discovery items were found in Phase 1 so he doubts we will have much of it in Phase 2. Most of the work in Phase 2 is being bid as alternates so we can be sure to have enough money to complete the scope of the Project awarded.
2. Construction Status - Mike Turner advised he has done some analysis on swing space. He has computed that all of Town Hall can fit in the Main Library Area. The financial savings has to be worked out. When the bids go out we will hire a project estimator to calculate the cost of the project as well as the projected savings by using the Library as swing space. He has found two vendors to as for quotes. If any member know of estimators let him know and he will include them in the quote selection. The Bid Specs are going out requesting prices with staff in or out of the building and providing phasing using the Council Chambers as swing space.

Luke McEntire asked where the permanent storage facility will be for the voting machines. Chairman Coombs advised it will be in the sally port. We are waiting for the specs for the storage cabinets required for the machines. We understand each cabinet will hold two voting machines. We need to know specs for the cabinets so we know how big the room has to be. It also has to have climate control. One of the first things we will look at accomplishing is that room to free up Council space. Laurel Goodgion wanted to be involved in the used of the Library as swing space. She wants to know the impact on her staff and space the Library can use.

E. New Business

1. None

4. Next Scheduled Meeting:

A. The next regular scheduled meeting will be Monday December 26, 2006 at 6:00PM in Conference Room One. Raymond Grasso asked if the meeting will occur on Dec 26th as he will be away that whole week. Members present were polled and all but Ray will be available December 26th so there will be a quorum. Stuart Temple would not be available December 27th and Tim Tuell will not be available January 8th & 9th. Stuart Temple requested an executive session be scheduled for the start of the next meeting.

5. Adjournment: Motion by Raymond Grasso seconded by Stuart Temple to adjourn. **All members voted in favor.** Meeting adjourned at 7:28 PM.

Paul T. Camarco, Clerk