

WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE MINUTES - MONDAY APRIL 11, 2005

Chairman Coombs called the Meeting to order at 6:07 P.M. in the Public Works Conference Room. Members present were Paul Camarco, Joseph Coombs, Carmen Pace, Stuart Temple and Tim Tuell. Staff Liaison Tony Martino, Mike Turner, Library Director Laurel Goodgion and Emergency Management Director Dick Fippinger were also present. Committee Members David Edwards and Raymond Grasso were absent.

1. Public Comments:

- A. Emergency Management Director Dick Fippinger presented the Committee with a copy of a layout on how he envisions the Emergency Control Center to be set up in the Town Council Chambers. Dick went over how a control center operates. His design is based on the design of the State Control Center at the State Armory in Hartford. Following questions were asked:
1. Tim Tuell asked why the Control Center was going in the Town Council Chambers versus the Community Room at the Police Station? Dick Fippinger advised a survey was conducted regarding using Fire House Company 3, the Police Community Room or the Town Council Chamber. Based on the survey's results the Council Chambers were determined to be the best location. Access to Town Hall computer systems could be hooked into easier than at the other two sites. Most of the Town Staff to support the Control Center are already located in Town Hall and parking for FEMA's Trailers, other trailers and staff parking could better be accommodated at Town Hall. Also additional parking is available at the Middle School and overflow into the Corpus Christi Parking Lot.
 2. Tim Tuell then asked if we were past the decision on where the EOC should be? Dick Fippinger advised the site is registered with the State. The Town Chief Executive Officer can move the EOC to any location that makes sense to them. Dick advised the alternate site is the Community Room at the Police Station. Dick advised he could run the EOC from any location with five card tables and five portable radios if he had to. Most EOC's end up close to CEO's offices.
 3. Peter Wells asked if the EOC had specific generator requirements. Mike Turner advised our current generator would meet their needs.

2. Approval of Minutes:

- A. [Minutes of March 28, 2005 Meeting](#) - Motion by Paul Camarco seconded by Carmen Pace to approve minutes as amended. **All members voted in favor.**

3. Projects for Discussion:

I. Town Wide Radio System

A. Expenditures

1. None

B. Contractor Change Orders:

1. None

C. Old Business:

1. Trott Associates Investigation - Mike Turner advised the Town Radio Committee met two weeks ago and had a conference call with Trott Associates. Rebanding was discussed and is expected to start in July. Wethersfield hopes to be rebanded in December. Once rebanding is finalized, we will see if there is still interference. If there is then it is probably Motorola's equipment.

D. New Business:

1. None

E. Staff Information:

1. Motorola - Mike Turner advised he and Chairman Coombs met with a Motorola Rep this morning regarding the equipment needs of the EOC. Discussions were just on equipment needs not installation or wiring. Chairman Coombs advised we are going to look at the Homeland Security Grant to see if funds can be used for installation or wiring.

II. Town Hall & Library Renovations:

- A. **Expenditures** (NOTE: Expenditures were not voted on until Stuart Temple arrived).

1. Community Resource Management - Invoice #6- \$1,235.00 - Motion by Paul Camarco seconded by Tim Tuell to approve payment. **All members voted in favor.**
2. Special Testing Labs - Invoice 18699 - \$512.00 - Motion by Paul Camarco seconded by Stuart Temple to approve payment. **All members voted in favor**
3. Szewczak Associates - Invoice 9878 - \$255.00 - Motion by Paul Camarco seconded by Stuart Temple to approve payment. **All members voted in favor**
4. Szewczak Associates - Invoice 9965 - \$340.00 - Motion by Paul Camarco seconded by Stuart Temple to approve payment. **All members voted in favor**
5. Tuthill & Wells - Invoice 3676 - \$8,000.00 - Motion by Paul Camarco seconded by Stuart Temple to approve payment. **All members voted in favor. (NOTE: This is Phase 2 Bond Expense).**
6. Tuthill & Wells - Invoice 3677 - \$6,233.00 - Motion by Paul Camarco seconded by Stuart Temple to approve payment. **All members voted in favor**
7. Nutmeg - Req. # 6 - \$157,578.69 - Motion by Paul Camarco seconded by Stuart Temple to approve payment. **All members voted in favor**
8. Proposal from SBC CAT 6 Cabling Lower Level - \$22,998.00 - Motion by Paul Camarco seconded by Stuart Temple to recommend to Town Council approval of this proposal. **All members voted in favor**
9. SpaceSavers - Invoice 534 - \$15,313.00 - Motion by Paul Camarco seconded by Carmen Pace approve payment. **All members voted in favor.**

B. Change Orders -

1. Nutmeg PCO#47 - \$675.90 (Demo return air grill) - Peter Wells advised cabinet is in the shared conference room will be taken out and replaced with sheetrock. Wall cabinets will be installed in that area Motion by Paul Camarco seconded by Stuart Temple to approve change order. **All members voted in favor.**
2. Nutmeg PCO #48 - \$532.00 (Relocate HVAC loop) - Peter Wells advised this is in the sally port area. Unit not being used and will be taken out. Unit was in the way of the heating system. Motion by Paul Camarco seconded by Stuart Temple to approve change order. **All members voted in favor.**
3. Nutmeg PCO #49 - \$2,689.75 - (Box in cables in Elevator. Machine Room) - Peter Wells advised this is a code issue. The State Elevator Inspector cannot allow something exposed in the elevator machine room. The cables will be encased in an appropriate box to meet their requirements. Motion by Paul Camarco seconded by Carmen Pace to approve change order. **All members voted in favor.**
4. Nutmeg PCO #43R - \$6,891.16 (Cable Tray) - Mike Turner advised this would be the first of three cable trays. Motion by Paul Camarco seconded by Carmen Pace to approve change order. **All members voted in favor.**

C. Staff Information

1. Construction Progress - Peter Wells advised construction is moving along. He feels contractor is three weeks behind schedule. Workmanship is ok. Some problems with paperwork. Contractor keeps sending more paperwork requesting more time and more money. They have not been able to justify this and paperwork is rejected. Contractor gave us shop drawing for windows last week that Peter is reviewing. There is a weekly meeting with the contractor to go over project status and review issues. Laurel Goodgion questioned if anything had been resolved on the façade of the chimney? Chairman Coombs advised we won't know the extent of the repair until we start taking it down which won't occur until after we finish with the heating season. Laurel then asked about coordination of work on the Library side so she can plan her programs. Chairman Coombs advised once the Contractor is near ready to start on the Library side coordination with her and her staff will occur. There is no need for her to attend job meeting as discussions currently regarding the Town Hall side of the project.

D. Old Business:

1. Small Cities Grant - Increase scope \$5,000.00 Mike Turner advised there is \$800.00 left in the current purchase order and we are at 50% of the project. We might not use the full \$5,000.00. Motion by Paul Camarco seconded by Carmen Pace to increase the Purchase Order for

Community Resource Management LLC by \$5,000.00. **All members voted in favor.**

2. Technology Committee - No Report.

E. New Business:

1. Discussion PCO 30RE2 Replacement of the FCU's lower level - Peter Wells advised this is Phase 1 money. This change is to take out all the old fan coil units and replace them with new ones. The new units will be more energy efficient. The vendor being recommended is the one Luchini is familiar with and not the one recommended by Nutmeg. Cost for these units, including labor is \$68,920.22. Motion by Paul Camarco seconded by Stuart Temple to recommend to Town Council approval of this change order. **All members voted in favor.**
2. PCO 12R3 missing addendum work - \$39,756.75 - Peter Wells advised when the addendum went out all the data wasn't released to the vendors by Merritt's. This did not become known until we were at a job meeting. These items include electrical and mechanical requirements. Stuart Temple commented that there needed to be checks and balances when information is released for bid. Tim Tuell concurred, Peter was then asked to get the detailed information for the Committee to review to see what makes up the \$39,756.75. Motion by Paul Camarco seconded by Stuart Temple to table this item. **All members voted in favor.**

4. Next Scheduled Meeting:

A. The next regularly scheduled meeting will be Monday April 25, 2005 at 6:00PM in the Public Works Conference Room.

5. **Adjournment:** Motion by Carmen Pace seconded by Stuart Temple to adjourn. Meeting adjourned at 7:40 PM. **All members voted in favor.**

Paul Camarco, Clerk