

WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE MINUTES - TUESDAY June 28, 2005

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 and Carmen Pace. Staff Liaison Tony Martino, Mike Turner and Library Director Laurel Goodgion were also present. Committee Member David Edwards, Stuart Temple and Tim Tuell were absent.

Chairman Coombs advised that today is day 267 of the project.

1. Public Comments:

A. None.

2. Approval of Minutes:

A. [Minutes of June 13, 2005 Meeting](#) - Motion by Paul Camarco seconded by Raymond Grasso to approve minutes. **All members voted in favor.**

3. Projects for Discussion:

I. Town Wide Radio System

A. **Expenditures** (NOTE: No invoices could be approved as there was not a quorum)

1. Fred Martin - Invoice WCT-55-REG - \$843.75
2. Fred Martin - Invoice WCT-56-REG - \$1,281.25

Mike Turner advised prior to this meeting there was a Radio Committee Meeting - Discussion at that meeting had to do with the rebanding effort that is to take place.

II. Town Hall & Library Renovations - Phase 1:

A. **Expenditures** (NOTE: No invoices could be approved as there was not a quorum)

1. Nutmeg Companies - App. No. 8 - \$80,858.75

B. **Change Orders** - None

C. Staff Information

1. Construction Progress - Mike Turner advised all the doors are in for downstairs. They are being hung, painted and hardware installed. The Sheet rockers are doing the finish taping in the Health District, Asbestos has been removed in the mechanical areas. Site crews were here to start pilings for the canopies. The vendor has to wait for the Call Before You Dig to mark out the area so they don't cut into the main electric feed to the building. The only progress on the second floor was the installation of the drinking fountain in the hallway, which has to be raised to make it ADA Compliant.
2. Memo Regarding Construction Budget Status - Chairman Coombs advised that the revised Change Orders, taking out the delay language, have been forwarded to the Town Manager for signature. Mike Turner went over the list of change orders and noted he added a column showing only three change orders where he could justify expanding the time schedule. Mike also noted this was his thought but the Committee's decision. He then went over the budget. Joe Swetcky developed the budget breakdown figures allocating money to areas knowing they would have to be readjusted down the road when we got into the project and saw current costs. Mike had two charts showing the current breakdown and proposed changes reallocating \$86,521.48 into contingency from CL&P Rebate, Clerk of Works and Town Hall Furnishing (With receipt of the donated furniture from the major corporation we don't need to purchase as much furniture). Motion by Paul Camarco seconded by Raymond Grasso to realign Town Hall budget as shown on Mike's sheet. (Comment from Raymond Grasso that any requested for funds for furnishing be brought to the Committee in advance for commitment of funds). **All members voted in favor.**

D. Old Business:

1. Small Cities Grant - Dale Kroop June 18, 2005 Memo - memo is self-explanatory. Chairman Coombs advised that the contractor needs to comply with the requirements or we can hold up

his payments

2. Technology Committee - No Report. Mike Turner advised he is waiting for Brendan Dunn to come in to start work. The cable tray has been installed at ground floor. CCCI has made contact with Paul Dudley. They have been given a copy of the Technology Committees Network standards as well as the Towns Long Range Technology Plan. Chairman Coombs advised the Technology Committee has been made aware CCCI is on board thru our minutes and agenda, which are forwarded to their Liaison to our Committee via e-mail.

E. New Business:

1. Construction Schedule from Nutmeg dated June 21, 2005 - Chairman Coombs advised he and Mike Turner will be reviewing this schedule with the Contractor at tomorrow's Contractor's Meeting. Contractually the job is to be finished in September 2005; the attached schedule shows them finishing in March 2006. We have no paperwork justifying the changes on this schedule, Mike Turner advised when a change order is approved by the Committee Nutmeg is notified the next day then the Architect follows up later with the necessary paperwork. This method minimizes delay in processing change orders.

III. Town Hall & Library Renovations - Phase 2:

A. Expenditures (NOTE: No invoices could be approved as there was not a quorum)

1. Space Fitters - Invoice 998 - \$1,620.00
2. Joseph Merritt - Color Copies for P & Z - \$134.25

B. Change Orders

1. None

C. Staff Information

1. Design Process - Chairman Coombs advised the Architect continues to work on designs. He is currently working on the roof design specs, exterior design and changes to the boilers. Joe Coombs will get an updated status from Peter Wells tomorrow at Contractor's meeting on these designs.

D. Old Business

1. Town Council Approval of Schematic #1 - Chairman Coombs advised the Town Council approved Schematic Design 1 as submitted.

E. New Business

1. TPZ and Design Review Approval of Schematic Facade No 1 - Chairman Coombs advised he, Mike Turner and Peter Wells were at the combined Design Review I Planning and Zoning Meeting on June 21, 2005. All their questions were answered. Today Mike Turner received a letter from Town Planner Gillespie that the Committees approved our design as submitted.

4. Next Scheduled Meeting:

- A. The next regularly scheduled meeting will be Monday July 11, 2005 at 6:00PM in the Public Works Conference Room.

5. **Adjournment:** Motion by Raymond Grasso seconded by Carmen Pace to adjourn. Meeting adjourned at 6:40 PM. **All members voted in favor.**

Paul Camarco, Clerk