

## **WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE MINUTES - MONDAY July 25, 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, Carmen Pace and Stuart Temple. Staff Liaison Tony Martino, Mike Turner, Town Manager Bonnie Therrien, Library Director Laurel Goodgion and Town Councilor Andy Adil were also present. Committee Members David Edwards and Tim Tuell were absent.

Chairman Coombs advised that today is day 294 of the project.

**NOTE:** Due to the wrong date on the Agenda and the Agenda not being posted in the Town Clerks Office this meeting is for informal discussion only. Nothing can be voted on. Items requiring a vote are automatically tabled.

**1. Public Comments:**

A. None.

**2. Approval of Minutes:**

A. [Minutes of July 11, 2005 Meeting](#) - Tabled

**3. Projects for Discussion:**

**I. Town Wide Radio System**

**A. Expenditures**

1. Fred Martin - Invoice WCT-60-REG - \$281.25 - Tabled

Chairman Coombs and Mike Turner met with Richard Turgeon, rebanding specialist, hired by Motorola to help with our rebanding orchestrated by Nextel. Town has to set up a procedure and budget for the project. Even though we set up a budget Nextel pays the bill. Bonnie Therrien advised Motorola has a rep, Nextel has a rep and we are looking to hire a rep to look out for our interest in this project. Mike Turner advised last week Paul Dudley and Tom Hemphill went out to Motorola for Radio Management Specialist Training. Both individuals advised Mike they obtained quite a bit of knowledge from this course. Mike advised when rebanding starts we would be swapping out some radios with Nextel getting new ones. We have already talked to Motorola about adjusted or maintenance contract to reflect the warrantee for the new radios.

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

**A. Expenditures**

1. None

**B. Change Orders - None.** Chairman Coombs handed out a July 22, 2005 letter from Peter Wells to Mike Turner regarding change orders. Nutmeg has not followed the proper procedure for submitting change orders and has submitted three work schedules. None of the aforementioned was submitted in the proper format per the contract to be considered for an extension of time. This is why Peter Wells changed the Change Orders received to Construction Change Directives, which require the contractor to perform the work. Raymond Grasso advised we need to know what the next step would be if Nutmeg did not agree with the July 22, 2005 letter.

**C. Staff Information**

1. Construction Progress - Chairman Coombs advised at the end of the last contractor's job meeting we were promised a revised schedule, which we still have not seen. This week the toilet partitions should be installed in the lower level and first floor. Elevator work is to commence August 1st. The electrician is installing wiring for the fire alarm system. The contractor hopes to bore the foundation holes for the canopies this week. Mike Turner advised we received Nutmeg's Payment Request # 9 which we are holding awaiting receipt of the correct lien waiver form.

**D. Old Business:**

1. Small Cities Grant - Chairman Coombs advised last week he and Mike Turner sat in on a

State audit of our Small Cities ADA Grant. They found our records to be ok. The auditors suggested we get the ADA work accomplished before the end of this year. Ray Grasso advised if we loose Grant money due to time delays we should hold Nutmeg accountable for the loss.

2. Technology Committee - No Report. Mike Turner advised that SBC is pulling wire in the building. Mike advised that the Technology Committee has given the Council a new set of standards. It is being forwarded to all Building Committees for review and comments. It will be included in our next agenda packet. CCCI will be exceeding the BICI Standards. It was noted BCIC makes recommendations only the manufactures set standards. The Technology Committees Set of Standards has a procedure that allows for waivers.

**E. New Business:**

1. None

**III. Town Hall & Library Renovations - Phase 2:**

**A. Expenditures**

1. None

**B. Change Orders**

1. None

**C. Staff Information**

1. Mike Turner and Chairman Coombs had a meeting last week with the Mechanical Engineer clarifying the budget for the project. Chairman Coombs advised we would not look at disconnecting the boilers now. It will be put in the bid specs to be done at the earliest possible time in the spring. Mike Turner advised we want to get Town Council Chamber moving so we can use it a swing space. We asked Peter Wells to contact Space Solutions to quote specs for determining the best way to move people around the Building during the move. Chairman Coombs advise how he met with Paul Dudley and his staff. They will now being staying on the second floor and all three members will be cohabitated together. The Data Processing staff is happy with their plan layout. Chairman Coombs advised that skylight work proposed under Phase 1 of the project is being moved to Phase 2 to be accomplished in conjunction with the roof repairs. Bonnie asked the status of the architect's specs. Chairman Coombs advised he is working on the facade, roof and building specs.

**D. Old Business**

1. None

**E. New Business**

1. None

**4. Next Scheduled Meeting:**

- A. The next regularly scheduled meeting will be Monday August 8, 2005 at 6:00PM in the Public Works Conference Room.

**5. Adjournment:** Meeting adjourned at 6:40 PM.

Paul Camarco, Clerk