

WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE MINUTES - MONDAY October 3, 2005

Chairman Coombs called the Special 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 Tim Tuell. Staff Liaison Tony Martino, Mike Turner, and Town Councilor Andy Adil were also present. Committee Members David Edwards and Stuart Temple were absent.

Today is day 364 of the project.

1. Public Comments:

A. None.

2. Approval of Minutes:

A. [Minutes of September 19, 2005 Meeting](#) - Tim Tuell requested the minutes be amended to reflect the fact he requested an updated budget report. Motion by Paul Camarco seconded by Raymond Grasso to approve minutes as amended. **All members voted in favor.**

3. Projects for Discussion:

I. Town Hall & Library Renovations - Phase 1:

A. Expenditures

1. Nutmeg - App. No. 12 - \$88,738.33 - Motion by Paul Camarco seconded by Raymond Grasso to approve payment. **All members voted in favor.** **NOTE:** Raymond Grasso requested a copy of the backup sheet on the AIA Document so the Committee could see what's still outstanding. Mike Turner advised it would be included with the next Agenda Packet. Tim Tuell advised this payment shows approximately two thirds the contract due is being paid.
2. Community Resources Management - Invoice # 11 - \$480.00 - Motion by Paul Camarco seconded by Raymond Grasso to approve payment. **All members voted in favor.**
3. Szewczak Associates Consulting Engineers - Invoice 10382 - \$510.00 - Motion by Paul Camarco seconded by Tim Tuell to approve payment. **All members voted in favor.** **NOTE:** Chairman Coombs advised that on some work that Nutmeg performed, the Engineer stated that the work was fine and Nutmeg felt that the Town did not need to incur the cost of a report on the same. Joe wanted the report and told Nutmeg not to worry about the funding spent on inspections.

B. Change Orders

1. CO 57 (PCO 88R) - Refinish Park & Rec. Public Counter - \$2,413.71 - Chairman Coombs advised the counter top has a darker top which is different from all the other counters in the new area. We want it to match new work for aesthetics. As part of Nutmeg's contract they are required to move and install the counter in the new area and refinish it, not put on a new countertop. Raymond Grasso suggested we consider the Town purchase the countertop material and having Physical Services Staff install it at a later date. Mike Turner suggested tabling this until Committee Members has a chance to look at the counter. (**NOTE:** Committee Members will check out the new area and the Registrars area after the meeting) Motion by Raymond Grasso seconded by Paul Camarco to table change order. **All members voted in favor.**
NOTE: Andy Adil arrived at 6:15
2. CO 59 (PCO93) - Treat Pipe Insulation Before Removal - \$4,446.00 - Chairman Coombs advised this is an additional safety precaution for the work approved under PCO 86R1). With this CO the pipe insulation will be sprayed before the insulation is removed. This will keep the mold from flying around while the insulation is removed. Paul Camarco questioned the price. Chairman Coombs advised there are a lot of areas that are hard to get to which makes the cost of doing this work labor intensive. Motion by Paul Camarco seconded by Raymond Grasso to approve change order. **All members voted in favor.**
3. CO 56 (PCO44R) - Alternate Electric Feeders for Elevator - \$5,414.65 - Chairman Coombs

advised the original switch gear on the old router on the switch gear the buss bars that conduct electricity were hand bent in the field to get the switches to work. This was acceptable under the old code but not under the new code. We will feed from a spare in the switch gear into the conduit to a disconnect switch to have the feeder for the elevator operate. We couldn't get a switch for the switchgear as the gear is too old. This method will pass the elevator inspection code. Motion by Paul Camarco seconded by Carmen Pace to approve change order. **All members voted in favor.**

4. CO 58 (PCO86R1) - Replace Piping & Insulation & Hangers - \$61,853.14 - The PCO was approved at the last meeting. No action needed, this is for information only.

C. Staff Information

1. Community Resource Mgt Letter Dated September 19, 2005 - Mike Turner advised Dale reports on payroll reviews there are still some contractors not providing social security numbers. In the next agenda packet Mike will include a letter he received today from Lawrence Lusardi, Executive Director, DECD, outlining the results of the audit, a clean bill of health, with the only concern being missing social security numbers. It was suggested Nutmeg be advised future requests for payments will be held up unless social security numbers & payroll information is included with the payment request. The deadline for completing the ADA work is December 31, 2005. There should be no problem completing the work. The elevator is almost done, the doors have been ordered, and stairwell handrails are being installed. The counter in the Building Inspector's area needs to be done. There is \$130,000 worth of Small Cities work to be done. Nutmeg should meet the December 31st deadline.
2. Change Order Recap List - Mike Turner advised this list is forwarded for information. Tim Tuell advised there is a difference between the total on the Invoice Form and the Change Order Recap List. Tim requested Nutmeg reconcile both and advise the difference between the two.
3. Project Budget Update - Mike Tuner advised this is being handed out for information. He advised he tried to figure out what projected expenses are but it can't be done. Chairman Coombs advised when there is a job meeting the contract will bring up a proposed change order. If it is to be considered Nutmeg is asked to compute a price. So until a proposed change order is received and a price is determined a projected cost cannot be determined. Tim advised we need to forecast worst case scenario of expenses. Raymond Grasso advised on Construction Projects we know the value of contracted services and the value of propose change orders. Contracted Services includes value of work not yet done or paid for yet. Contingency is to cover the unforeseen that has to be taken into consideration as the project moves forward. That is the purpose of a contingency account. It was suggested we add a line under Construction Costs below "CO's) that says "CO's pending review and approval" showing a value for same. Motion by Paul Camarco seconded by Raymond Grasso to accept this report as information only.
4. Construction Progress - No Discussion

D. Old Business:

1. None

E. New Business:

1. John Watts - Proposal for Mini Blinds for Registrars - \$750.00 - Chairman Coombs advised the mini blinds are a temporary fix to take care of the glare. Once the windows are replaced under Phase Two all areas will be fitted with the same window treatments. Motion by Carmen Pace seconded by Tim Tuell to approve the proposal. **All members voted in favor.**
2. Registrar of Voted Move In - Mike Turner advised that the Physical Services Staff needs to be commended for this move. They started at 6:30 this morning and were done by noon. They had to take the safe drawers out before moving the files and then it took five guys to tip the safe files to get them on a furniture dolly. Carmen Pace stopped down there today and the area looks great. Once the meeting is over Mike will open up the Registrars office for Committee Members to inspect.

NOTE: Chairman Coombs asked if anyone had any questions on anything on the Agenda.

Questions: None

4. **Next Scheduled Meeting:**

A. The next regular meeting is scheduled for Tuesday October 11, 2005.

5. **Adjournment:** Motion by Raymond Grasso seconded by Paul Camarco to adjourn. Meeting adjourned at 7:37 PM. **All members voted in favor. NOTE:** Once the meeting ended all present went down to inspect the Registrars Office and the Lower Level of Town Hall.

Paul Camarco, Clerk