

## WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE MINUTES - MONDAY JANUARY 26, 2004

Chairman Coombs called the Meeting to order at 6:00 P.M. in the Library Meeting Room. Members present were Joseph Coombs, David Edwards, Raymond Grasso, Stuart Temple and Tim Tuell. Staff Liaison Tony Martino, Bonnie Therrien, Mike Turner and Library Director Laurel Goodgion were also present. Committee Members John O'Brien and Carmen Pace were absent.

### 1. **Public Comments:**

A. None

### 2. **Approval of Minutes:**

A. [Minutes of January 12, 2004 Meeting](#) - Motion by Stuart Temple seconded by David Edwards to approve minutes. **All members voted in favor.**

#### I. **Police Facility**

**NOTE: This item was accomplished after Item III.**

A. Executive Session - To Discuss Cost Recovery - Motion by Stuart Temple seconded by Raymond Grasso to go into executive session to discuss Cost Recovery for Construction Defaults. **All members voted in favor.** Executive session started at 6:50 P.M. Those Present were Joseph Coombs, David Edwards, Raymond Grasso, Stuart Temple, Tim Tuell, Tony Martino, Bonnie Therrien and Mike Turner. Motion by Raymond Grasso seconded by Stuart Temple to end executive session at 7:33 P.M. **All members voted in favor.**

**NOTE:** No motion or actions were made in executive session that needed to be brought out in public session.

#### II. **Town Wide Radio System**

##### A. **Expenditures**

1. None

##### B. **Contractor Change Orders**

1. None

##### C. **Old Business**

1. Motorola Punch List - Mike Turner advised that Fred Martin's punch list items are still being reviewed. We are now bringing the new Town Attorney up to speed for potential settlement. Over the past two weeks Motorola has been trying to fix the sporadic static hitting the system. Motorola is shutting down channels one by one to see if the problem is isolated to one channel. They have now brought in another technician from East Hartford to get a new perspective on the problem.

##### D. **New Business**

1. None - Stuart Temple requested we carry an Old Business Item under this section regarding the RFP for Old Radio System Salvage. This item should be carried on the agenda until a contract is awarded.

##### E. **Staff Information**

1. Mike Turner advised Fred Martin informed him that he received verbal approval on the RAFS license. He is still waiting for confirmation on the State Police Hot Line license. Once the hard copy licenses are received the lines will be transferred from Town Hall to the Police Headquarters.

#### III. **Town Hall & Library Renovations:**

##### A. **Expenditures**

1. None

##### B. **Project Status**

1. Review Schematic Design Plans - Mike Turner went over revised plans he received from Peter Wells. The new plans incorporate all the requirements of the Departments involved. The

plan includes an enclosed unheated walkway from the Library Meeting room area over the stairwell in Town Hall so people in meetings after the Library closes will have a means of egress without having to walk all the way around the building to get to their cars in the upper parking lot. Mike hopes to have 8 1/2 by 11 drawings next week from the architect. Since this Committee's last meeting the Library met with Mary Louise Jenson from the State Library Board. She reviewed the plans and we received a verbal ok. She will review the plans received. If there is no major changes from the initial grant submittal she can administratively give the approval. If there are too many changes she has go to the State Library Board for approval. Mary Louise Jenson is planning to come back in two weeks with all the Grant Application paperwork for the Town Manager to sign off on. We will then have five years to finish the project. Stuart Temple handed out copies of pages from the Ventilation Studies completed by DeCarlo & Doll (Sept 15, 2000) and Luchini Milfort Goodell & Associates (August 7, 2001). Concerns Stuart had were:

- a. The DeCarlo & Doll Study advised that assuming a 54% outside air ventilation rate a maximum of 75 people may occupy a room at one time and still meet current code requirements. The Library plans call for a meeting room with a capacity of 125 people.
- b. The South Wing toilet Rooms had inadequate exhaust air quantities.
- c. The Trane climate changers serving the original section of the library are in fair condition.
- d. Existing air handling, rooftop and terminal units have served for 43 years, replacement units should be considered. New units would provide adequate ventilation rates as well as lower maintenance and better efficiencies.
- e. The Luchini Study advised the boilers are over 40 years old. Replacements should be planned and budgeted within the next ten years.
- f. Air handling units (fans & coils), if well maintained will last forever. Coils are over 40 years old and should be planned for replacement over the next ten years. Stuart is concerned when they were last maintained.
- g. Fan coil units should be replaced. As scale builds up on the interior of these coils efficiency begins to decrease.

Stuart also sits on the Capital Improvement Advisory Commission and the current CIP Town Hall HVAC Delivery System replacement is projected for fiscal year 2008 / 2009. Consideration should be made to up that project to coincide with the renovations to lower the cost of the project. Stuart wanted it noted for the record that the architect and engineer be sure what's in the two ventilation studies is taken into consideration and if there isn't enough money in the bond to handle it the appropriate people should be notified to have it included under CIP.

Ray Grasso questioned the Small Cities Grant and timeline for using it. Mike Turner advised that staff has met with Small Cities to go over the paperwork and the Town Manger has forwarded them an update on the timetable and drawdown from the account. We will separate the Community Center Small Cities project from the Town Hall Library part. This way we can complete that project sooner and start drawing down on the Grant. It was requested this be kept as a line item on the Agenda under Old Business.

### **C. Staff Information**

1. Chairman Coombs advised that he had requested a Workshop with the Town Council on February 2, 2004, prior to the Town Council Meeting, to have the Architect review the schematic designs with the Councilors, similar to what was done with the Police Facility Plans. The Manager advised the Council requested the presentation be done at the start of the Public Meeting.

### **D. Old Business**

1. None

### **E. New Business**

1. None

3. **Next Scheduled Meeting:**

A. The next regularly scheduled meeting will be Monday February 9, 2004 at 6:00PM in the Library Meeting Room.

4. **Adjournment** Motion by Raymond Grasso seconded by Tim Tuell to adjourn. **All members voted in favor.** Meeting adjourned at 7:34 P.M.

I hereby certify that the above is a true copy of the minutes approved by the Town Hall Renovations Committee.

John J. O'Brien Jr. Clerk  
Michael J. Turner, Staff Liaison