

WETHERSFIELD TOWN HALL / LIBRARY RENOVATIONS BUILDING COMMITTEE MINUTES - MONDAY MARCH 08, 2004

Chairman Coombs called the Meeting to order at 6:03 P.M. in the Town Hall Meeting Room. Members present were Paul Camarco, Joseph Coombs, Raymond Grasso, Carmen Pace, Stuart Temple and Tim Tuell. Staff Liaison Tony Martino and Mike Turner were present. Library Director Laurel Goodgion, Library Board Chairman Greg Curtin and Library Board Vice Chairman Gene Grayson were also present. Committee Member David Edwards was absent.

1. **Public Comments:**

A. None

2. **Approval of Minutes:**

A. [Minutes of February 23, 2004 Meeting](#) - Motion by Carmen Pace seconded by Stuart Temple to approve minutes. **All members voted in favor.**

3. **Executive Session to Discuss Cost Recovery:**

A. Executive Session - To Discuss Cost Recovery - It was determined there was no need to go into executive session.

NOTE: Because some members have to leave earlier Chairman Coombs asked for a motion to go out of order to approve expenditures while there is still a quorum. Motion by Carmen Pace seconded by Raymond Grasso to go out of order to approve expenditures. **All members voted in favor.** Item IIA1 was the only expenditure. See below. After this item returned to normal agenda.

NOTE: Executive Session will not be shown as a line item, but appear in the future as needed.

4. **Projects for Discussion:**

I. **Town Wide Radio System**

A. **Expenditures**

1. None

B. **Contractor Change Orders:**

1. Discussion Motorola Equipment Credit - Mike Turner advised that the Town Attorney has written a letter to Motorola advising they owe the Town a substantial credit for equipment that was not delivered or needed. The attorney has requested going to mediation to resolve the issue. We have not yet heard back from Motorola.

C. **Old Business:**

1. Motorola Punch List - Chairman Coombs advised that Motorola has basically completed the punch list. The only outstanding issue is the molding on the dispatch console.
2. RFP for Old Radio System Salvage - The Town Council approved the committee's recommendation to award the RFP to Fred Martin.

D. **New Business:**

1. None

E. **Staff Information:**

1. Mike Turner advised we have a request from a vendor to change equipment on one of the cell towers. This might result in renegotiating the lease and going to Planning and Zoning and this or another Committee for consideration. There would be no expenditure against the bond.

II. **Town Hall & Library Renovations:**

A. **Expenditures**

1. February, 2004 Internal Copies - \$61.24 - Motion by Raymond Grasso seconded by Carmen Pace to approve payment. **All members voted in favor.**

B. **Project Status:**

1. Review Design Development Plans (Half Size Prints) - Chairman Coombs asked the Committee for comments on the plans attached to the agenda. Tim Tuell advised they looked fine. Chairman Coombs advised he went thru the plans and made comments which he and Mike Turner reviewed with the architect. The comments were language issues. Mike Turner

advised the next step is to do a cost estimate to see it we're on track. Laurel Goodgion advised that the local history room isn't shown on the plans. Chairman Coombs will discuss this with Peter Wells. Other Committee members had no comments on the plans.

2. Discussion Bond Referendum Problem - Mike Turner went over a language issue with the bond that was caught by our Interim Finance Director. When the bond was prepared in 1999 and approved by the voters language used in school bonds to reduce the bond by state grant received was included in the bond. As a result of this language if we use the Library Grant or Small Cities Grant money, we will have to reduce the bond funds accordingly. Solution to this problem is to go back to the voters to amend the referendum to allow receipt of grant money without reducing the bond. This could benefit the Renovation by including a second question to do the other work to bring all of Town Hall up to date, see Feb 17, 2004 memo from Mike Turner included on last weeks agenda. Have a second question and renovate all of Town Hall, fixing the roof replacing the boiler, replacing the windows, putting a new facade on the building, etc.

NOTE: Paul Camarco arrived at 6:25 P.M.

The items in the Feb 17th memo include approximately \$1,500,000 worth of work. Chairman Coombs advised at the last Town Council meeting the Committee was given the task to move forward to determine what was required to update all of Town Hall. There was confusion as to whether the Library was supposed to be included in this. Chairman Coombs had the Town Manger poll the Town Councilors and all agreed the Library was to be included. Peter Wells is being asked to develop the costs of doing everything to renovate Town Hall and the Library, including the Library's Phase II Requirements. The cost of Peter Wells' additional work will have to come from another funding source, not the bond. Chairman Coombs advised the bond attorney is suggesting one question, but two questions are more in order. We don't want to lose the ability to accept the grant money because it is included with the request to ask for additional bond funds. All agreed two questions is better. Chairman Coombs will advise the Town Council the Building Committee and Library Board's recommendation is that two questions be listed in the referendum to the voters.

Mike Turner the asked if we should go forward with the project before the bond question is raised to the voters. We have a scope of work and the plan is to start with Ground North. Chairman Coombs feels we should go forward and renovate Ground North and install the elevator. This way if the bond passes we can use Ground North as a staging area while the other floors are renovated. Tim Tuell questioned what renovations would be done to the other floors. Mike Turner advised updating the heating and cooling systems, replacing windows, painting, carpeting and other capital projects listed in the Feb 17th memorandum. Mike Turner advised once we get the information from Peter Wells we will call a special meeting so things can be resolved and forwarded to Town Council for action.

NOTE: Carmen Pace left at 7:00PM

C. Staff Information

1. Sey Adil March 22, 2004 Letter - Sey's letter was forward to the architect for consideration but the decision of the architect on the needs of the building will take precedence.

D. Old Business:

1. Small Cities Grant - Mike Turner advised that the quarterly report was forwarded to the State.

E. New Business:

1. Memo from Peter Wells Re: Scope Discussions - This item was supposed to be finalized for tonight. As soon as the final form is received it will be forwarded to members. A special meeting might be scheduled to discuss this item.

5. Next Scheduled Meeting:

- A. The next regularly scheduled meeting will be Monday March 22, 2004 at 6:00PM in the Library Meeting

Room.

6. **Adjournment:** Motion by Stuart Temple seconded by Tim Tuell to adjourn. All members voted in favor. Meeting adjourned at 7:05P.M.

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

Michael J. Turner, Staff Liaison