

TO: Budget Review Committee Members  
Marcia A. Leclerc, Mayor  
Michael P. Walsh, Director of Finance  
Timothy A. Bockus, Director of Public Works  
Susan M. Hansen, Director of Libraries

FROM: Mary G. Martin, Raymond Library Expansion Project Administrator *MGM*

SUBJ: Minutes of the 11/18/14 Meeting of the Raymond Library Expansion  
Project Budget Review Committee

DATE: November 18, 2014

TOWN CLERK  
EAST HARTFORD

2014 NOV 18 P 3:52

*Robert J. P...*

The meeting was called to order by Mayor Leclerc at 2:55 p.m. on November 18, 2014 in the Office of the Mayor.

Present: Mr. Walsh, Mr. Bockus, Ms. Hansen, and Ms. Martin

Ms. Martin presented requests for Change Orders #64 through #69 to the W. J. Mountford Co. construction contract. These requests were already reviewed and approved by project architect Bruce Tuthill and Owner's Representative Scott Boos.

- Change Order #64 increases the contract amount by \$32,117. This cost is related to waterproofing the stone foundation on the south and west sides of the existing building. The area to be waterproofed is approximately 80' long and 7' high.
- Change Order #65 increases the contract amount by \$13,357. This change order describes the connection of rain water leaders on the west side of the original building to a six inch underground pipe, then running it to the north side of the building and connecting it a new piping to the parking lot.
- Change Order #66 increases the contract amount by \$8,433. This cost represents three separate items of work. The first item (\$2,728) provides in-wall blocking for new millwork totaling 283 linear feet; the second item (\$2,176) is for the removal of wall clips which supported the original shelving and includes patching the walls because the shelving intended to be reinstalled along the perimeter has been deleted; and the third item (\$3,529) covers changes in the scope of work for painting. These areas include the ceiling of Stair #1, rooms identified as # 20 and #21, and the Server Room.

- Change Order #67 increases the contract amount by \$56,875. The scope of work described in this change order includes furnishing and installing millwork in areas that were not specified in the original contract. These areas include the counters and shelving in the Circulation Offices, the Circulation Work Area, the Staff Work Area, the Children's Staff Desk, and the Computer Counters. It does not include the Rare Book Room or Meeting Room #1.
- Change Order #68 increases the contract amount by \$13,593. It is due to the need to repair window sills, jambs and exterior trim at the existing building. Work includes painting window trim and exterior sashes and the west entrance door and transoms. Approximately 20 windows will be addressed specifically as needed.
- Change Order #69 increases the contract amount by \$3,523. The change order widens the scope of work to include the construction of a new metal stud wall with gyp board on both sides in the Main Lobby. The wall will include an observation window and through-wall book-drop and be painted in accordance with the Finish Schedule.

Motion was made by Mr. Walsh; seconded by Mr. Bockus, to approve Change Orders #64 through #69. Vote was unanimous.

The net grand total of these change orders is \$127,898. The grand total of all increases by change orders is \$680,635. The revised total amount of the contract will be \$7,085,635.

Ms. Martin noted that the project remains within budget.

A copy of these Change Orders, including back-up documentation, is attached to these minutes and will be kept on file in the Office of the Mayor, with the Town Clerk, and in the Project Administrator's office.

Meeting was adjourned at 3:32 p.m.

The next meeting is scheduled for Monday, November 24, 2014 at 1:30 p.m. in the Office of the Mayor.

Cc: Bruce Tuthill, Tuthill and Wells Architects LLC  
Scott Boos, Owner's Representative  
Paul Hollmann, W.J. Mountford Co.