

**Board of Selectmen Meeting  
October 6, 2016 at 7:30pm  
Town Hall Meeting Room**

**Present:** Acting First Selectman Dennis Tracey, Selectman Chris Spaulding, Town Administrator Tom Landry, Administrative Assistant Randi Derene, Weston Residents

**This meeting was videotaped and recorded. The tapes are available in the Selectmen's office. The meetings are available for viewing online via the Town's website.**

**Mr. Tracey called the meeting to order at: 7:30pm**

**Pledge of Allegiance:** led by Dennis Tracey

**Proclamation : Laura Smits** Mr. Tracey presented a proclamation to former Registrar, Laura Smits.

**Proclamation: Domestic Violence Awareness Month** Mr. Tracey presented a proclamation for Domestic Violence Awareness Month to Juri Garone of the Weston Domestic Violence Task Force.

**Discussion/decision regarding the appointment of Stirling Collins and Terry Cho to the Lachat Town Farm Commission for a term to end December 31, 2019.** Mr. Spaulding moved to appointed Stirling Collins and Terry Cho to the Lachat Town Farm Commission for a term to end December 31, 2019. Mr. Tracey seconded. Motion carried unanimously.

**Discussion/decision regarding appointment of new Town Assessor, to fill a vacancy left by Ken Whitman, for a term to end December 31, 2019– Denise Hames** Ms. Hames has been an Assessor for 30 years and has had experience with the GIS system, revaluations, and has worked frequently with WestCOG. Mr. Spaulding moved to appoint Denise Hames as Weston's new Town Assessor, to fill a vacancy left by Ken Whitman, for a term to end December 31, 2019. Mr. Tracey seconded. Motion passed unanimously.

**Discussion/decision regarding the resignation of Julie Sidhu from the Bicycle and Pedestrian Committee effective immediately.** Mr. Spaulding moved to accept the resignation of Julie

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Sidhu from the Bicycle and Pedestrian Committee effective immediately. Mr. Tracey seconded. Motion carried unanimously.

At 7:54pm, Mr. Tracey moved to enter into Executive Session to discuss the status of the First Selectman. Mr. Spaulding seconded. Motion carried unanimously.

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Board of Selectmen  
Executive Session Meeting Minutes  
October 6, 2016

ATTENDANCE: The meeting was convened at 7:54 pm in the First Selectman's Office by Acting Chairman Tracey with Selectman Spaulding, Town Counsel Patricia Sullivan, Daniel Ritts, and Attorney George Guidera present. Town Administrator Landry joined the meeting in progress.

DISCUSSION: The group discussed the health prognosis of the First Selectman, and her ability to return to work.

ADJOURN EXECUTIVE SESSION: At 8:29 pm, a motion (CS, DT second) to adjourn executive session and resume in open session passed unanimously.

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At 8:29 Executive Session ended and the meeting entered back into Public Session. Mr. Tracey said they had a very good meeting with Ms. Daniel's son. The Board has requested medical information, and upon receiving that they will take a vote regarding granting her 30 additional days of medical leave.

**Discussion/decision regarding update on Library construction project and supplemental appropriation request of \$112,502 – Allen Swerdlowe**

Mr. Swerdlowe gave some history of the building and presented a timeline of the renovation project (see attached). He stated that while doing work on the library, they have come across some things that haven't been properly maintained, in addition to other additional costs as listed. Mr. Spaulding made a motion to approve a supplemental appropriation request not to exceed \$112,502 from the General Fund Balance for the Library Renovation Project. Mr. Tracey seconded. Motion carried unanimously.

## **Board of Selectmen Meeting**

**October 6, 2016 at 7:30pm**

**Town Hall Meeting Room**

**Discussion/decision regarding update on bird and reptile rescue operation and supplemental appropriation request - Mark Harper, Animal Control Officer and Sergeant Pat Daubert, Weston Police, Town Attorney Pat Sullivan.** Mr. Harper stated all the animals have been placed in 3 different locations. Sgt. Daubert stated they have been working with the homeowner throughout the whole process. The majority of the animals are now legally owned by the Town; the remainder are being held as evidence. Expenses have been incurred to keep the animals healthy and safe. The Town continues to address reimbursement from the homeowner. Mr. Spaulding moved to approve a supplemental appropriation request of \$21,625.90 for the purpose of payment of invoices from RI Parrot Rescue in the amount of \$10,860 and S. Wilton Veterinary Group in the amount of \$1,020.05. Mr. Tracey seconded. Motion carried unanimously.

**Discussion/decision regarding a donation to the Police Department from the Huisking Foundation in the amount of \$2000. – Chief John Troxell** Chief Troxell presented a \$2000 donation from the Huisking Foundation which will be put towards miscellaneous equipment expenses. Mr. Spaulding moved to accept a donation to the Police Department from the Huisking Foundation in the amount of \$2000. Mr. Tracey seconded. Motion passed unanimously.

**Discussion/decision regarding re-establishing the Sustainability Committee.** Mr. Tracey stated that it is an important objective for our town to educate our community about sustainability. Mr. Spaulding agreed, stated that he knows of student volunteers that would be interested as well. First the Board will gauge interest, and then work on re-instating the Committee.

**Discussion/decision regarding a request for proposal for Town Attorney services.** Mr. Tracey stated that our previous Legal Review Committees have recommended that the Board periodically puts our Town Attorney services out to bid to ensure we have the best service at the most reasonable price. Mr. Tracey also stated that we have been very happy with Cohen and Wolf, but it is nevertheless necessary to conduct a bid process in accordance with the recommendation. Mr. Landry reviewed the process which includes collecting information from other law firms, interviewing them, and then the BOS decide who they would like to appoint.

**Board of Selectmen Meeting  
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<b>Property Tax Refunds:</b>	<b>Daimler Trust</b>	<b>\$509.73</b>
	<b>BMW Financial Srvc</b>	<b>\$560.77</b>
	<b>PNC Mortgage</b>	<b>\$12,088.71</b>
	<b>Hariton Mach Co. Inc.</b>	<b>\$ 63.11</b>
	<b>David &amp; Mary McDonald</b>	<b>\$130.79</b>
	<b>USB Leasing</b>	<b>\$132.12</b>
	<b>TOTAL</b>	<b>\$13,485.23</b>

Mr. Spaulding moved to approve the Property Tax Refunds as listed above for the total amount of \$13,485.23. Mr. Tracey seconded. Motion carried unanimously.

**Discussion/decision regarding the approval of the September 8<sup>th</sup> Board of Selectmen Minutes.** Minutes will be approved at the next BOS meeting.

**Acting First Selectman Updates:**

- a. **Route 57 Construction** Mr. Tracey explained that the CT DOT has hit a couple of obstacles such as hitting more rock than expected and a misdesign of culverts. Plan is to work full time until they are finished. They will also need to redirect the creek (Kettle Creek) that crosses below 57 in two locations. Mr. Tracey stated he is concerned about timing and issues when snow arrives. A meeting is going to be scheduled with the CT DOT to discuss these safety concerns and timeframe for completion.

At 9:23pm Mr. Tracey made a motion to enter into Executive Session to discuss collective bargaining negotiations. Mr. Spaulding seconded. Motion carried unanimously.

Respectfully Submitted,

Randi Derene, Administrative Assistant

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Board of Selectmen  
Executive Session Meeting Minutes  
October 6, 2016

**Board of Selectmen Meeting**

**October 6, 2016 at 7:30pm**

**Town Hall Meeting Room**

ATTENDANCE: The meeting was convened at 9:23 pm in the Town Hall Meeting Room by Acting Chairman Tracey with Selectman Spaulding and Town Administrator Landry present.

DISCUSSION: The Board discussed negotiating positions and strategies in the current negotiations with the Dispatch, Highway and Town Hall units.

ADJOURN EXECUTIVE SESSION: At 9:51 pm, a motion (CS, DT second) to adjourn executive session and resume in open session passed unanimously.

ADJOURN: A motion (CS, DT second) to adjourn the meeting passed unanimously at 9:52 pm.

Approved Nov 3, 2016

WESTON PUBLIC LIBRARY  
Timeline for Library Renovation Project

2013 – 2014

- March 2103 through April 2014 – Verbal solicitation of interest from 14 architectural and design firms regarding interest Weston Public Library renovation project. Process coordinated with Town Administrator.
- December 3, 2013 – Library Board meets with First Selectman Weinstein to discuss commitment of board funding to renovation project.
- April 28, 2014 – Prospectus sent to 7 architectural and design firms that expressed interest in the Weston Public Library renovation project.
- May 23, 2014 – Deadline for proposals from interested architectural and design firms.
- May 29, 2014 – Space Planning Committee qualitative review and ranking of proposals received from architectural and design firms.
- May 30, 2014 – Distribution of Space Planning Committee follow-up questions to architectural and design firms that had submitted proposals. Reference checks of architectural and design firms.
- June 20, 2014 – Space Planning Committee quantitative review and ranking of proposals received from architectural and design firms. Space Planning Committee final ranking of proposals received from architectural and design firms and decision on recommendation to Library Board.
- June 23, 2014 – Library Board approved the recommendation from the Space Planning Committee to retain the services of Peter Gisolfi Associates for the renovation.
- July 23, 2014 – Library Board and Peter Gisolfi Associates entered into contract for Phase 1 (Building Analysis, Objectives and Program, Conceptual Design) for the renovation. Process coordinated with Town’s Attorney, Pat Sullivan.
- August 7, 2014 – Selectmen passed formal resolution authorizing State Public Library Construction Grant application. Grant terms provide 50/50 matching funds
- August 27, 2014 – Daedalus cost estimates received from PGA for use in filing grant application with State
- August 28, 2014 – Received Cardno Report related to the window replacement.
- August 29, 2014 – Filed initial application for State Public Library Construction Grant.
- September 2014 – Prepared additional documents requested or required for State Public Library Construction Grant.
- November 25, 2014 – Library notified of State Public Library Construction Grant award in the amount of \$368,000 for code compliance, emergency preparedness, and accessibility. December 2, 2014 – Library Board requested PGA prepare renovation recommendations for a project of \$600,000-\$800,000.
- December 18, 2014 – Library provides FY2015-2016 budget to Town Administrator, including request for
- capital items covered by grant allocation.

2015

- January 2015 – Library Board approves amount the Board will contribute to the renovation project. Begin discussion of Phase 2 contract with Peter Gisolfi Associates working with Town’s Attorney, Pat Sullivan, and Building Committee member Richard Wolf. Library Board and Building Committee are working together on the renovation project.
- January 20, 2015 – First Selectman submits budget request to Board of Selectmen, including \$360,000 in Capital Budget for renovation project.
- February 3, 2015 – Library Board finalizes and approves strategic plan.
- February 2015 – Peter Gisolfi Associates presents modified plans for renovation project.
- March 3, 2015 – Library Board to approve plans for renovation. Presentation of renovation plans to Selectmen for approval.
- March 2015 – Board of Finance reviews First Selectmen’s budget request.
- March 31, 2015 – Board of Finance holds public hearing on budget request.
- April 2015 – Creation of bidding documents for portions of renovation project to be funded by Library Board (specific items to be identified)

- April 9, 2015 – Learned from Cardno that window frames can be reused without remediation, but that adhesive used to glue insulation to the walls in the original part of the building will need to be remediated if it will be disturbed during the renovation
- April 22, 2015 – Annual Town Budget meeting.
- April 30, 2015 – Annual Town Budget Referendum. Voters approve budget including \$360,000 for library renovation.
- May 8, 2015 – Revised grant application sent to State reflecting removal of initial request to include generator.
- May 29, 2015 – First attempt to be included on State Bond Commission agenda.
- May 20, 2016 – Revised grant application amount of \$256,358 accepted by State.
- June 2, 2015 - Received revised project cost estimates from Daedalus/PGA
- Mid-June, 2015 - Creation of bidding documents for generator, windows, electrical/lighting, flooring, remodeling, furniture, and any other items requiring bidding not addressed in April.
- June 26, 2015 – Second attempt to be included on State Bond Commission agenda.
- July 28, 2015 – State Bond Commission passed construction grant request of \$256,357.

## 2016

- August 4, 2016 – Library Board approves increase in funding range to \$660,000-\$860,000 to address flooring and electrical work in the Children’s Room as part of the renovation.
- October, 2015- Contract signed with Peter Gisolfi Associated for Phase 2.
- December 2, 2015 – Library Board meets with Historic District Commission to discuss Library window replacement; HDC informed Library that no application was required.2016
- February 8, 2016 – Board of Selectmen appoints Library Building Committee. Meets as necessary to address design, construction and billing issues.
- February 11, 2016 - First Selectman signs contract with State.
- February 19, 2016 – Provided State with Notice of Applicants Funding, delineating sources of funds for matching grant.
- February/March 2016 – PGA prepared bidding documents for project.
- March 9, 2016 – Received signed State Contract.
- March 14, 2016 – First round of bidding documents distributed.
- March 31, 2016 – Bids opened; one bid received.
- April 6, 2016 – Library Building Committee meets; bid rejected.
- Week of April 11, 2016 – second round of bidding documents available.
- April 28, 2016 – Second round of bids due.
- May 4, 2016 – Bid opening/review; Gennarini Construction identified as lowest qualified bidder.
- May 10, 2016 – Library Building Committee interviews Gennarini
- May 19, 2016 – Board of Selectmen approved signing contract with Gennarini.
- June 2016 – Approval from State to enter into contract with Gennarini.
- June 7, 2016 – Library Board approves additional \$34,000 to cover renovation budget shortfall.
- June 16, 2016 – Preconstruction, on-site kick-off meeting with Gennarini, Peter Gisolfi Associates, Rack Gleason, John Pokorny and Tom Landry and Library Building Committee Representatives
- June 20, 2016 – Gennarini commences renovation work.
- July 28, 2016 – Commence weekly, on-site Progress Meetings with Gennarini, Peter Gisolfi Associates and Town representation (Library Building Committee and Town Administrator, as required)

## Notes

1. The Weston Public Library Board is working closely with the architects and the Town Administrator to make sure all Town and grant requirements are met in order to ensure compliance with grant funding obligations.
2. Throughout the past year the Library Space Planning Committee worked with PGA to select appropriate furnishings and shelving for the renovation. At PGA’s direction we worked first with PSI, then WorkSpace. As each was unable to meet our expectations, we switched vendors and have been working with Creative Library Solutions on the furniture and Donnegan with respect to the shelving. We continue to use WorkSpace’s furniture refinisher for the items that had already been taken to Newtown.

**WESTON LIBRARY RENOVATION**

Weston, CT

Financial Summary	Subtotals	Totals
<b>GENNARINI BASE BID (5.4.2016)</b>		<b>\$1,053,737</b>
Window and floor abatement		
Floor, window and door replacement		
Electrical upgrade		
New conference rooms, carpentry and millwork, HVAC, insulation, ADA water fountain, mezzanine sink, painting		
<b>ADD/DEDUCT ALTERNATIVES (ACCEPTED)</b>		<b>\$3,300</b>
Children's Area Electrical Work	\$5,800	
Children's Area Carpet	-\$2,500	
<b>ADD ALTERNATIVES (NOT ACCEPTED)</b>	<b>[366,897]</b>	
Generator by Others (\$171,397)		
HVAC Improvements (\$105,000)		
Bathroom Fixture Replacement (\$23,000)		
Recessed Floor Outlets (\$21,000)		
Exterior Fixtures New and Replacement (\$35,500)		
Fan Motor Replacement (\$11,000)		
<b>BASE BID (INCLUDING ACCEPTED ALTERNATES)</b>		<b>\$1,057,037</b>
<b>ADDITIONAL BUDGETED ITEMS (BY OTHERS)</b>		<b>\$206,274</b>
Fire Alarm-panel only	\$5,394	
Sound system for Community Room, hearing impaired	\$8,000	
* Furniture and Equipment (separate furniture schedule)	\$160,000	
Moving	\$32,880	
<b>SOFT COSTS</b>		<b>\$162,523</b>
* PGA, Architect	\$155,097	
* Cardno, Remediation Testing	\$7,426	
<b>INITIAL PROJECT COSTS</b>		<b>\$1,425,834</b>
<b>BASE FUNDING</b>		<b>\$1,476,358</b>
Town	\$360,000	
Library Board	\$860,000	
Grant	\$256,358	
<b>NET SURPLUS (PRE-CONSTRUCTION)</b>		<b>\$50,524</b>

WESTON LIBRARY RENOVATION  
Weston, CT

	Subtotals	Totals
<b>ADDITIONAL COSTS (POST CONSTRUCTION)</b>		<b>\$145,955</b>
Load Bearing Wall with Steel	\$12,046	
Ceiling, Printer Area	\$1,119	
Painting exterior windows	\$10,000	
Refinish Interior Window Frames	\$10,000	
Millwork Changes	\$2,777	
Office Mill Work Desks (Previously in Furniture)	\$12,050	
Data Wiring	\$8,517	
Children's Room Wiring Chase	\$5,589	
Fire Alarm Upgrade and New Fire Radio	\$2,398	
Gas Alarm System	\$688	
Slab Test Holes	\$248	
Attic Carpet Children's Room 10%	\$899	
Adjustable Registers	\$729	
Meeting Rooms Duct Work	\$7,522	
Custom Color Registers	\$246	
Duct Cleaning	\$7,688	
Mezzanine Sink	\$1,831	
Replace or Repair Front Doors, fix locks	\$2,000	
Reinstall Children's Room Desk	\$1,000	
Wood stock for window stops at 5/8"	\$1,000	
Wiring for gas alarm/shut off	\$2,000	
Rent of Eagle storage container	\$100	
Signage	\$2,500	
* Furniture	\$35,000	
* Soft Cost -- PGA Reimbursables	\$12,909	
* Soft Cost -- PGA for AKF HVAC Design and Electrical Review	\$8,000	
<b>ADDITIONAL CREDITS</b>		<b>-\$12,074</b>
Mezzanine Railing	-\$6,632	
Door and Frame	-\$2,542	
Children's Room Electrical (credit)	-\$2,900	
<b>TOTAL ADDITIONAL COSTS (NET OF CREDITS)</b>		<b>\$136,781</b>

**WESTON LIBRARY RENOVATION**

Weston, CT

	Subtotals	Totals
<b>UNKNOWN COSTS (ESTIMATE)</b>		<b>\$97,000</b>
Flooring Prep to Mitigate Moisture Issues		
Renovate Two bathrooms		
Furniture Storage		
Balance HVAC System		
*		
<b>TOTAL PROJECT COST</b>		<b>\$1,659,615</b>
<b>ADDITIONAL SOURCES OF FUNDS</b>		<b>\$70,755</b>
Town FY16-17 General Admin, General Supply for Staff Furniture	\$5,000	
Town FY15-16 Encumbered from Library Account	\$6,755	
Town FY16-17 Building Repair Capital Appropriation	\$25,000	
WPL Library Board Additional Appropriation	\$34,000	
<b>TOTAL PROJECT FUNDING (BASE AND ADDITIONAL)</b>		<b>\$1,547,113</b>
<b>TOTAL NET SHORTFALL</b>		<b>(\$112,502)</b>
At 6.5% of Total Project Cost		

**Financial Analysis**

* <b>INITIAL CONSTRUCTION COST (LESS SOFT COSTS AND FURNITURE)</b>		<b>\$1,103,311</b>
Project size 11,630 sf		
Cost per/sf \$95 (Estimated \$300/500 Police Station)		
* <b>TOTAL CONSTRUCTION COST (LESS SOFT COSTS AND FURNITURE)</b>		<b>\$1,274,183</b>
Project size 11,630 sf		
Cost per/sf \$110 (Estimated \$300/500 Police Station)		