

# Town of Upton

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# Massachusetts

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## Capital Budget Committee

Kenneth Glowacki, Chairman

Robert Varney, Secretary

Frank Aniello

Jonathan Calianos

Thomas Davidson

## Capital Budget Committee Meeting Minutes

January 16, 2013

Location: Fire Station

Present: Frank Aniello, Jonathan Calianos, Thomas Davidson, Ken Glowacki, Bob Varney

Other attendees: Selectman Jim Brochu, Town Manager Blythe Robinson, Town Hall Renovation Committee Members Kelly McElreath, Michelle Goodwin, Steve Rakitin, Michael Howell, Tim Tobin, Finance Committee Member Karen Glowacki, CPC Members Rene Richard, Richard Desjardins, Christine Scott, Jon Lemieux and Steve Kirby of Vertex, Wendell Kalsow and Doug Manley of MK & Assoc. and Deborah Gauthier of The Upton Daily Voice.

The Meeting was called to order at 7:03 PM

The meeting was held in conjunction with a meeting of the Town Hall Renovation Committee. Kelly McElreath opened the meeting by introducing the representatives of Vertex and MK & Assoc. She then asked that John Lemieux of Vertex summarize the current status of the construction estimates.

The original MKA budget estimate increased by \$175,499 and included increases in construction (\$29,083), project management estimate (\$81,420), moving costs (\$57,140), and soft cost contingency (\$7,856). In addition there are four new items, United Parish parking lot (\$120,000), hazardous material monitoring (\$7,500), balcony glazing (\$14,613) and high density storage (\$37,086). These four items add an additional \$179,199 for a new total cost estimate of \$6,038,919. The initial MKA estimate was \$5,684,221. The Town Meeting of May 2011 appropriated \$74,850 and of May 2012 appropriated \$398,000 leaving \$5,566,069 to be raised to complete the project. It is estimated that \$5,173,774 to be funded with CPA funds and the balance of \$392,295 to be funded through the tax rate.

During Mr. Lemieux's presentation Kelly McElreath mentioned that the Town would apply for four accessible variances, parking spot closest to building, no accessible seating in balcony, stage slope and an entrance way. Ms. McElreath expects that the variances would be approved.

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It was also discussed that the Town would enter into a 20–25 year lease for the use of the United Parish Church parking lot.

CBC member Bob Varney asked Mr. Lemieux questions about the budget estimate.

The first question had to do with the method that the budget estimate calculated the construction contingency. Mr. Varney explained that the contingency is made up of three contingencies and in calculating these contingencies each of the second and third contingencies include the previous contingency in calculating the amount of the total contingency. This added about \$50,000 to the estimate. Mr. Lemieux explained that this was an estimate and that when the items that are up for further consideration are resolved they would be covered by the contingencies and the contingencies would be reduced.

The second question had to do with the soft cost contingency of \$101,906. What is the percent being used and what items are involved? After an initial answer of 2% from Mr. Lemieux, the representative of MK and Assoc. answered that it is 10% and it is calculated on all of the items other than construction. Mr. Varney pointed out that the total contingencies (construction and soft) in the estimate are \$928,474 or 17% of the estimated amount to be raised.

The third question was, are the alternate #1 and #2 projects totaling \$238,093 out of the renovation project? The answer was that they may be brought back into the project once all of the items for further consideration are resolved and the contingency costs are reduced.

The fourth question was, will the list of items for further discussion increase the cost of the project? The answer was that some of the items are already in the estimate and others need to be resolved. It may be that the contingencies may cover any increases.

A discussion then took place that a \$100,000 of structural issues had been uncovered. The brick facade is not attached to the frame structure, the building is not attached to the foundation, and additional footings are required.

At this point CBC member Ken Glowacki expressed his concern that there wasn't a contingency for ledge. A representative from MK and Assoc. explained that the test borings done to date indicate that ledge is not a problem.

Town Manager Blyth Robinson led a discussion regarding the use of a wing of the Memorial School as temporary town offices while the Town Hall is being renovated. The town offices will be separated and not accessible from the school. There has been concern expressed by parents that the town offices included in the school would present significant risk to the students. Ms. Robinson expressed concern that if the Memorial School wasn't available then an alternative would have to be sought and the cost could add over \$100,000 to the project. The Town Hall Renovation committee is meeting with the School Committee on January 28. Ms. Robinson was asked the square footage of the space that would be used in the school. She or the consultants couldn't recall the square footage.

CPC member Rene Richards commented that she and her committee are not cognizant of what CPA future funds can be reserved for a bond program and are depending on MK and Assoc. to make that determination. She commented that she trusts them.

Ms. McElreath then went over the schedule leading up to moving out of the Town Hall.

Feb. 6 Meet with Historical Comm.

Feb. 27 Ad in Central Register

March 6 out to Bid

April 2 Bids Due

April 10 Public Hearing at Town Hall (includes tour)

May 9 Annual Town Meeting Voters Decide

May 13 Bid Awarded

June 13 School Closing

June 19 Open Temporary Town Offices

This ended the discussion of the Town Hall renovation.

Blythe Robinson advised the committee that the Town is faced with a capital improvement project at the Police Department for \$160,000 to renovate the building.

On a motion by Jonathan Calianos and seconded by Frank Aniello the CBC members present unanimously accepted the meeting minutes of 4/30/12, 5/10/12, 6/11/12, and 10/17/12.

Meeting Adjourned at 8:28 PM

Respectfully submitted,

Robert Varney

Secretary to the Committee