

Town Hall Building Committee Minutes

Town of Upton



Massachusetts

Date: January 13, 2015

Location: Town Hall, Main Street

A: Call to Order

The meeting was called to order at 6:00 pm

B: In Attendance

- Kelly McElreath, Committee Chair
- Steve Rakitin, Committee Secretary
- Tim Tobin, Committee member
- Mike Howell, Committee member
- Steve Kirby, Vertex
- Doug Manley, MKA

C: Discussion Items

1. Status of punch list items:

Operation and Maintenance manuals (O&Ms) - Steve K. prepared a spreadsheet listing all of the equipment that requires a manual and provided this list to Doug for review. As of now, the O&Ms are not complete enough for a serious review.

Electrical items – Energy waiting on a delivery for dimmable lights for the Treasurer-collector's office in order to accomplish the complete electrical work change order.

Tuning up the windows – Jack from Pezzuco was in last week and installed bronze weather-stripping in a window in the Town Manager's office. It appears to have resolved the rattling issue. This now needs to be done for all of the restored windows.

Glass Decals – have been installed on the glass behind the balcony. Vinyl nosing for carpeted steps in the balcony is still needed.

Acoustics – Sandy is looking at carpeting samples for rugs for the main floor corridors. Doug to get a quote for adding acoustic ceiling panels in the Code Enforcement area and Little Town Hall Meeting Room

2. Budget Update

Currently about \$123,000 is being withheld from Pezzuco pending close-out of remaining punch list items, completion of O&Ms and receipt and review of As-Built drawings.

Change orders – Steve K. prepared an update of the Change Request log.

Contingency is at \$157,352

3. Committee Motions:

- A motion was made and seconded to approve meeting minutes of Dec 15th. Approved by unanimous vote.
- A motion was made and seconded to approve the draft Town Hall Building Committee Report for inclusion in the Annual Town Report. Approved by unanimous vote.
- A motion was made and seconded to allocate \$100,000 from the Town Hall Building Committee parking budget to allow the BoS to purchase the building at 2 Grove Street for possible use as parking area. Approved by unanimous vote.

D: Next Meeting

- Next committee meeting is tentatively scheduled for TBD.

E: Meeting Adjourned

Upon unanimous vote, the meeting was adjourned at 6:55pm

Respectfully submitted

Steven Rakitin
Secretary