

# Town of Upton



# Massachusetts

**Date: November 28, 2012**

## **Meeting Location: Fire Station**

### **A: Call to order**

Meeting called to order at 9:00am at the Fire Station.

Meeting minutes from August 7<sup>th</sup> and Nov 7<sup>th</sup> were approved unanimously.

### **B: In Attendance**

- Kelly McElreath, Chairperson
- Michelle Goodwin, Committee Member
- Tim Tobin, Committee Member \*
- Mike Howell, Committee Member \*
- Steve Rakitin, Secretary
- Blythe Robinson, Town Manager
  
- MKA: Wendel Kalsow, Doug Manley, Ryan Foster and Arthur McCleod (structural engineer)
- Vertex: Jon Lemieux and Steve Kirby (Owner's Project Manager)

\* Not present for entire meeting.

### **C: Summary of Action Items**

#### New Action Items:

1. Kelly and Michelle to ask Ken Glowacki to confirm that the bond cost number we have is still accurate.

#### Previous Action Items:

1. Michelle and Kelly to work on spreadsheet that shows project cost and CPC funding options, and available CPC funds once the project is funded. **DONE**
2. Vertex to check the label on existing curtain to see if it is fire rated... **DONE** – there is no label on the curtain. Can we find out when the curtain was installed? Ask Barbara Burke?
3. Kelly to get the Town Hall Building Committee on the CPC agenda beginning in Dec through April... **DONE**
4. Kelly to get the Town Hall Building Committee on the Upton Historical Commission agenda in December... **DONE**

### **C: Discussion Items**

Doug presented the 3-D drawings and gave an update:

- Design and Development documents are 50% completed and were distributed.

- Field measurements continued
- Lighting design is underway.
- Expecting 100% Design and Development documents to be completed by Dec 19.
- Reviewed proposed change to ground floor layout shown on sheet A1.1. The staff room and Cable TV office were swapped. This was a result of needing less space in the Mechanical Room.
- Michelle suggested changing layout of High Density storage room to have the entrance near windows.
- Balcony Discussion - MKA found an exception in building code that allows one of the staircases to remain open rather than being enclosed. This could enable the balcony to remain open and not have to be glassed-in. Structural engineer said the balcony appears to be structurally safe. Will include a new railing at required height on balcony for safety and code compliance. Existing seats on balcony may need to be looked at... Also there could be issues with HVAC zone because not having a glass barrier removes a separation. The HVAC consultant will be attending next meeting.
- Structural Engineering Report – Arthur McCleod presented two issues that were unexpected - one is related to the proposed underpinning of the foundation and the other is related to the brick veneer and tying the interior wall to the brick veneer. Not sure yet what the cost impact of these two issues will be on overall project cost.
- Floor finishes - for second floor, MKA proposes refinishing existing hardwood floor and extending it under current stage area – trying to match existing hardwood. Corridor and balcony area would refinish existing hardwood floors.
- Floor finishes – for first floor, MKA proposes removing carpets and subflooring and restore/refinish existing hardwood. Blythe expressed concern regarding having only hardwood. We discussed possibly using area rugs and carpet runners in the main hall area as options.
- Floor finishes – for ground level, MKA offered several options including vinyl tiles and linoleum as well as stained and polished concrete. There is a concern for those town employees working on the ground level regarding the flooring and the impact it could have...
- MKA is meeting with MHC on Dec 4<sup>th</sup> and Access Board on Dec 6<sup>th</sup>
- CPC – The committee is meeting with CPC on Dec 5<sup>th</sup> to review funding options spreadsheet prepared by Michelle and Kelly. We should have an updated project cost estimate based on 100% Design and Development documents for the January CPC meeting tentatively set for Jan 9th. Vertex will do an independent cost estimate based on 100% DD documents.
- Parking lot - Blythe is working with United Parish Church on a lease agreement and with ConCom due to proximity to stream. MKA has determined that the cost of this parking lot improvement (\$120k) cannot be covered by CPC funds because it is an additional parking lot and the Town does not own the land.
- We reviewed an invoice from Vertex for \$2,285. Approved unanimously.

## D: Next Meeting Dates and Proposed Agenda Items

Dec 5<sup>th</sup> 7:30pm at NRHS

- Update CPC on progress and discuss funding options

Dec 10<sup>th</sup> 9am-noon at Fire Station

- HVAC update (HVAC consultant will attend)

Dec 12<sup>th</sup> 9am at Fire Station

- Review progress with Fire Dept. and Building Commissioner
- Interior Design (consultant will attend)

Dec 18<sup>th</sup> 7pm at Police Station

- Provide Upton Historical Commission an update on progress

Jan 2<sup>nd</sup> 9am at Fire Station (tentative)

Jan 9<sup>th</sup> 7:30pm at NRHS (tentative date)

- Update CPC on progress and discuss funding options

Jan 23<sup>rd</sup> 9am at Fire Station

- Project status with MKA and Vertex

Feb 13<sup>th</sup> 9am at Fire Station

- Project status with MKA and Vertex

**E: Meeting Adjourned**

Meeting adjourned at 11:35am.

Submitted by Steve Rakitin, Secretary