

Town of Upton



Massachusetts

Date: January 2, 2013

Meeting Location: Fire Station

A: Call to Order

The meeting was called to order at 9:03am at the Fire Station.

B: In Attendance

- Kelly McElreath, Chairperson
- Michelle Goodwin, Committee Member
- Mike Howell, Committee Member
- Steve Rakitin, Secretary

- Blythe Robinson, Town Manager
- Sandy Hakala, Assistant to Town Manager

- MKA: Wendall Kalsow, Doug Manley, Ryan Foster and Sara Chase (Historical Preservation Consultant)
- Vertex: Jon Lemieux and Steve Kirby (Owner's Project Manager)

C: Summary of Action Items

New Action Items:

1. Blythe to discuss with post office where to temporarily relocate the town hall mailbox.

Previous Action Items:

1. MKA (Bruce MacRitchie) to determine if the radiators in the main hall located under the basketball nets will still be needed given the HVAC design.
2. MKA to determine if we can store 100 folding chairs in the space under the stage and in the Mechanical Room planned to be adjacent to the stage.
3. MKA needs to determine if National Grid will be providing pad-mounted transformer, and if so, where it can be located.
4. MKA to provide cost estimates for real hardwood floors for lower level hallway areas.
5. MKA to research retractable glass basketball nets and get specs and prices – to be reviewed with the Travelling Basketball League.
6. Kelly and Michelle to ask Ken Glowacki to confirm that the bond cost number we have is still accurate.

C: Discussion Items

The agenda items for this meeting included:

- Review Historical Preservation Consultant's recommendations for paint colors
- Other topics related to the project

I. Discussion on recommendations for paint colors.

- Sara Chase is a Historic Preservation Consultant who works with MKA. She discussed her techniques for discovering the original paint colors that were used throughout the Town Hall. She also compares this information to paint colors that were typically used in town halls and similar buildings in the late 1880s. She was able to identify several color palates used in building – including the main hall and Little Town Hall. Some additional investigation may need to be performed on the proscenium arch and the stage area.
- The original color of the arches in the main hall was a shade of brown. The walls in the corridors were painted a gold color. Sara proposed that the ceiling would be painted porcelain white with a slight rose tint. All of the vertical surfaces would be gold. The wainscoting would be brown. The palate for Little Town Hall was also discussed. It includes a green color for the arches and a burgundy color for a simulated chair rail.
- Wendall proposed having one wall in the offices on the ground level be painted with the same color pallet as the first floor.
- We discussed possibly painting a small section with the proposed colors for the open house in March.

II. Other Topics:

Cost Estimates

- MKA will try to get the Jones cost estimate by Friday Jan 5. Vertex will schedule a conference call if needed to discuss the cost estimate. A committee meeting is being planned immediately before the CPC meeting on Jan 9th to discuss the cost estimate and plan a strategy should the estimate be considerably higher than current estimate.

Memorial School

- MKA should have the temporary town hall office layout by mid next week.
- Memorial school can provide computer and Internet access. There is also a cable drop in the school so the cable person can also be located temporarily at the school.
- Only issue that Blythe has is the phones. Memorial is using VOIP and VOIP phones would cost about \$5k for town offices. Additional security issues are being discussed with town officials.
- We discussed the moving estimate (\$41k each way) received from Wakefield Moving in Feb 2012. Need to go out to bid for this. MKA will get names of movers from Needham town hall project.
- Michelle raised the issue of people who need to conduct business with the town but are legally not allowed to be near schools due to restraining orders, etc. Kelly said that any of these people could call her office and she would arrange to meet with them so they can meet with her at the Police Station.

Parking Lot

- Parking lot discussion is moving forward with United Parish Church. Church wants a restriction in lease preventing town hall users from parking in the lot on Sundays. A lease is currently being drafted and there will be a separate article on warrant for lease.

Vertex

- Vertex is reviewing completed mechanical drawings should complete their review by next week.

- We discussed the bid process and Jon provided insight into how this works for public buildings in Massachusetts. There are General Contractors (about 800 or so) and a separate list of Historical Contractors (far fewer). We need to decide if we want to advertise bids for GCs or Historical Contractors.
- **Motion** to approve payment of invoice from Vertex dated Dec 19, 2012 for \$3,225. Motion was seconded and approved unanimously.

Construction Phase

- Police and fire chiefs have agreed to allow temporary closing of Warren Street for the duration of the construction phase to allow for construction trailers. Workman parking can be at the lot adjacent to the playground.

D: Next Meeting Dates and Proposed Agenda Items

Jan 9th 6pm at NRHS

- Committee discusses cost estimate
- 7:30pm - Meet with CPC and provide them with an update on cost estimate

Jan 16th (location TBD)

- Capital Budget Committee

Jan 23rd 9am at Fire Station

- Technology (phones), lighting, and major colors schemes
- Project status with MKA and Vertex

Feb 13th 9am at Fire Station

- Project status with MKA and Vertex

E: Meeting Adjourned

Meeting adjourned at 10:58am

Submitted by Steve Rakitin, Secretary