

Town of Upton



Massachusetts

Date: January 16, 2013

Meeting Location: Fire Station

A: Call to Order

The meeting was called to order at 6:57pm at the Fire Station.

B: In Attendance

- Kelly McElreath, Chairperson
- Michelle Goodwin, Committee Member
- Tim Tobin, Committee Member
- Steve Rakitin, Secretary

- MKA: Wendall Kalsow and Doug Manley
- Vertex: Jon Lemieux and Steve Kirby (Owner's Project Manager)

- Blythe Robinson, Town Manager
- Jim Brochu, Selectman

- Rena Richard, Chair Community Preservation Committee (CPC) and Member, Upton Housing Authority
- Dick Desjardins, Member CPC
- Christine Scott, Chair Conservation Commission and Member CPC
- Ken Glowacki, Chair Capital Budget Committee (CBC)
- Frank Aniello, Member CBC
- Jonathan Calianos, Secretary, Finance Committee and Member CBC
- Tom Davidson, Chair, Planning Board, and Member CBC
- Bob Varney, Secretary CBC

In Audience:

- Deborah Gauthier, The Daily Voice
- Karen Glowacki, Member Finance Committee

C: Summary of Action Items

New Action Items:

1. Kelly to discuss costs of retractable glass basketball nets with the Mendon-Upton Travelling Basketball League.
2. Blythe to make sure that the agreement with United Parish Church regarding parking lot will transfer to new owners should church be sold.

Previous Action Items:

3. Blythe to discuss with post office where to temporarily relocate the town hall mailbox.
4. 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.
5. 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.

6. MKA needs to determine if National Grid will be providing pad-mounted transformer, and if so, where it can be located.
7. MKA to provide cost estimates for real hardwood floors for lower level hallway areas

C: Discussion Items

I. Agenda Items

The primary agenda item for this meeting was to review the project progress with the Capital Budget Committee.

As of Dec 19th, Design and Development was completed and drawings were sent to DG Jones for independent cost estimation. Vertex mentioned that the cost estimate provided by cost estimators are typically middle of the pack and will very likely be higher than the lowest bid.

MKA reviewed the current set of drawings for the Capital Budget Committee.

Vertex provided insight into the current budget estimates that the use of contingencies. Two largest increases were due to the parking lot and the additional structural work due to brick veneer fastening and the foundation issue. Vertex explained how as further details are developed, the design contingency will drop to zero.

The Mass. Access board requires we obtain the following variances for the building:

- o for the main handicapped access (ramp)
- o for the stage - which tilts down (as was the custom when the building was originally built)
- o for balcony seating - no handicapped seating will be provided in the balcony
- o for closest parking space to building is not a handicapped space

MKA has advised that all four variances should be granted without any issue. MKA has another meeting with the Access Board in early February. We are also expecting a final approval letter from Mass. Historical in February.

The Capital Budget Committee suggested that we make sure that the agreement with United Parish Church regarding use of the parking lot will transfer to new owners should church be sold. (action for Blythe)

II. Project key dates:

- o Ad to central register - Feb 19th
- o Out to bid date - March 4th
- o CPC public hearing April 10th at Town Hall - cookie social with all of the drawings available.
- o Bids due April 2 and voted at town meeting May 9th
- o Assuming favorable action at Town Meeting, town offices will move to temporary location on or about June 19th for duration of construction...

III. Temporary Town Hall location:

- o MKA prepared a detailed drawing of Memorial School showing location of office space and egress
- o School committee meeting scheduled for Jan 28th to discuss this issue and parent concerns
- o Vertex provided cost estimates for portable offices – note that location of portable offices requires access to water and sewer connections.

IV. Other Business

The posted meeting of Jan 9th meeting did not occur due to lack of quorum and therefore no minutes will be published.

Minutes for Dec 10th and Jan 2nd were reviewed and approved unanimously.

D: Next Meeting Dates and Proposed Agenda Items

Jan 22nd 6pm at Fire Station

- Provide update to Board of Selectmen

Jan 23rd 9am at Fire Station

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

Jan 28th 7 pm (location TBD) to meet with School Committee

Feb 13th 9am at Fire Station

- Project status with MKA and Vertex

Feb 27th ?? (tentative, location TBD)

- Review and approve bid documents

Mar ?? (tentative, location TBD)

- Project status with MKA and Vertex

April 3rd ? (tentative, location TBD)

- Review bids received
- Project status with MKA and Vertex

April 10th 7pm at Town Hall

- CPC Public Hearing and Cookie Social

May 9th 7pm Nipmuc Reg HS

- Annual Town Meeting

E: Meeting Adjourned

Meeting adjourned at 8:36pm

Submitted by Steve Rakitin, Secretary