

Town of Upton



Massachusetts

Date: January 22, 2013

Meeting Location: Fire Station

A: Call to Order

The meeting was called to order at 6:15pm at the Fire Station.

B: In Attendance

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

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

- Blythe Robinson, Town Manager
- Jim Brochu, Ken Picard, and Bob Fleming, Selectmen

C: Summary of Action Items

New Action Items:

Previous Action Items:

1. Kelly to discuss costs of retractable glass basketball nets with the Mendon-Upton Travelling Basketball League. (Kelly did discuss this and the estimate of about \$2,700 seems reasonable to them).
2. Blythe to make sure that the agreement with United Parish Church regarding parking lot will transfer to new owners should church be sold.
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 Board of Selectmen.

MKA (Doug Manley) reviewed the current set of drawings for the Selectmen. The Selectmen expressed a desire to incorporate energy-saving designs (such as use of LED lighting) wherever practical – even if it would mean a higher initial cost – to ultimately result in lower long term operating costs.

The committee stated that MKA is meeting with the Mass Historical Commission in early February and it is expected we will get MHC approval to proceed with the project.

II. Other Business

Motion to approve minutes of January 16th was made and approved unanimously.

Vertex bill was received for \$4,628.50 A motion to approve payment was made and approved unanimously.

Kelly mentioned that the Selectmen may consider using some Risteen funds for stenciling...

D: Next Meeting Dates and Proposed Agenda Items

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 6:59pm

Submitted by Steve Rakitin, Secretary