

Town Hall Building Committee Meeting Minutes

**Town of Upton**



**Massachusetts**

**Date: January 23, 2013**

**Meeting Location: Fire Station**

**A: Call to Order**

The meeting was called to order at 8:00am at the Fire Station.

**B: In Attendance**

- Kelly McElreath, Chairperson
- Michelle Goodwin, Committee Member
- Tim Tobin, Committee Member (present until 9:00am)
- Mike Howell, Committee Member (present until 9:30am)
- Steve Rakitin, Secretary
  
- MKA: Doug Manley
- Vertex: Steve Kirby (Owner's Project Manager)
  
- Blythe Robinson, Town Manager
- Sandy Hakala, Assistant to Town Manager
- Martin Montoya, Upton IT person
- Howard Gerber, MacRitchie Engineering
- Glen Fowler, Upton Cable TV

**C: Summary of Action Items**

New Action Items:

1. The committee needs to review the number and location of all the phone and computer drops throughout the entire building.
2. Blythe to try to arrange meeting with Valley Communications rep to talk to the committee next week.
3. Glen Fowler needs to provide the committee with specs for what cabling is required for the remote, wall-mounted cameras as well as for his existing portable cameras.
4. MKA to provide the committee with an A/V and Security consultant who can provide suggestions on audio/video for meeting rooms and main hall as well for building security.
5. Kelly to see if we can get onto the CPC agenda for their Feb 6<sup>th</sup> meeting to discuss colors and stenciling options.
6. Kelly to see if we can schedule a meeting with the Fincom to review the project.

Previous Action Items:

1. Blythe to make sure that the agreement with United Parish Church regarding parking lot will transfer to new owners should church be sold.
2. Blythe to discuss with post office where to temporarily relocate the town hall mailbox.
3. 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.
4. 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.

5. MKA needs to determine if National Grid will be providing pad-mounted transformer, and if so, where it can be located.
6. 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 technology issues – including IT, phones, A/V, building security and building lighting (interior and exterior). We also plan information on interior paint colors.

### II. IT issues:

Martin stated we are keeping the existing server but would like it moved to a rack mount configuration. Currently, it is just sitting on a table. The server also currently has a UPS. We also discussed reconfiguring the server room by removing walls (of the old jail cells) to allow for rack-mounted IT and phone equipment. This may result in re-configuring the limited storage space available in the server room.

The town currently contracts with Charter for Internet access and cable TV. Charter currently has three drops coming to town hall now from two different physical pole locations outside the building. The committee requested that the drop located on the pole at the rear of the building be connected to the Cable TV office through an underground connection from the pole. (Note that the fire alarm call box will also be relocated to the side of the building).

Howard informed the committee that each wired office drop cost about \$300. The committee took an action to review the location and number of drops throughout to ensure we have an appropriate number and they are located in the correct locations.

We discussed having wireless access points in the conference room on the ground floor as well as in the conference room in little town hall and in the main hall. We estimated we would need about 4 access points to cover most of the building.

### III. Phone System:

Howard indicated they are planning on providing a CAT6 patch panel for the phone system with 72 total ports on the data side. This led to a broader discussion of different types of phone systems.

Town Hall currently has 10 phone lines and spends \$1,000 per month. The committee needs to decide which kind of phone system we want so it can be put out to bid. The base bid will include wiring for whatever kind of phone system we decide to use.

The committee needs help in deciding which technology options would best suit our needs for the telephone system in particular. For example, at Memorial School, they have decided to switch to VOIP, which has a higher initial cost but lower long term cost as compared to a PBX or Centrex system. Blythe has spoken with a rep from Valley Communications Systems who is doing the system at Memorial. Doug mentioned that they worked with this company on the Needham Town Hall project. Blythe will see if the Valley rep can come talk to the committee next week.

### IV. Cable and A/V Systems:

Charter drop will be underground to CATV office. Currently, there are two coax drops - an up link and down link.

Glen Fowler from Upton Cable TV reviewed possible video camera locations in the Little Town Hall meeting room and in the Main Hall. Each camera location needs power and coax for video.

We are planning on wiring for five wall-mounted remotely controlled cameras – (roughly about \$8k each, but can be purchased and added later).

Glen needs to determine what kind of cabling is required at each location. We may just have an empty conduit with a pull string if we can't determine what we need. Glen to provide specs for at least two remote cameras for the meeting room in Little Town Hall...

We discussed microphones for the Meeting Room in Little Town Hall. The committee prefers to have the table fitted with A/V connections mounted in the tabletop. These connections can be wired back to the video camera locations for audio.

We also need guidance on an A/V system for the Main Hall. Hopefully, MKA's consultant can provide this...

## V. Lighting

We reviewed the proposed interior lighting design. All office and conference room spaces will have occupancy sensors that will automatically turn lights off. There will also be a switch for overriding the sensor. Corridor lights will be on a timer with a switch override.

On the lower level, the office lighting is currently fluorescent strips that would be hung from the ceiling. Round ceiling mounted fixtures will be used in the corridors and rest rooms.

On the first floor, there will be 2- and 4-light chandeliers used throughout the office spaces and in the corridors. There will be lighting on the stage area and under the balcony – to highlight the mural. We discussed the need to identify the location of all lighting switches.

On the second floor, the same fluorescent strips used on the ground level will be used in the office spaces and in the meeting room. Chandeliers used in the corridor.

Currently the only area where LED lighting is used is in the Main Hall. These fixtures would be located near the ceiling and be not easily accessible for bulb-replacement, which is why LED would make sense here. The committee asked MKA for a cost estimate to use LED lighting throughout (per request from BoS).

There are two chandeliers that were found behind the proscenium arch that are to be restored and placed in the corridor between the town clerk and town manager's offices. MKA also found custom designed fixtures that were aesthetically similar to these two original fixtures. The cost for these fixtures is excessive (\$970 each for a four light fixture of which 6 are needed and \$585 for a two light fixture of which 20 are needed). We asked MKA to find standard fixtures that match the two originals as best they can...

Exterior lighting – the design currently calls for two large flood lights to be mounted on nearby telephone poles that would be on either dusk to dawn or on a timer. The committee preferred to eliminate these floods and have more subtle lighting located at each doorway. There are two lights mounted on the sides of the front steps. The committee would like to see more detail on how these lights. The exterior lights would be on a dusk to dawn sensor so would turn on and off automatically.

## VI. Interior Color Scheme

We reviewed the color palette selected by the interior design consultant and as appeared on revised drawings. We agreed with the recommended palette and asked Sandy to identify which colors will be used on which walls.

The base design includes one color for the walls in the main hall and the trusses painted a solid brown. We asked MKA to provide us with a drawing that shows this. The CPC expressed an interest in including some stenciling and decorative painting. We reviewed several options presented and would like a design that includes one row of stenciling along the front wall and red trim on the trusses. We would like to present this to CPC and possible the Upton Historic Commission for their input. We asked MKA for a cost estimate for this option. It may be possible that CPC would include some additional funding for this feature.

## VII. Building Security

The committee needs to make decisions regarding building security – including security cameras, access controls, and the best ways to make the building accessible for community use after business hours. Hopefully, the consultant from MKA can give us some guidance here.

There is currently a security camera in the Treasurer-Collectors office. He indicated he would like to have this camera in the renovated space as well.

#### VIII. Rest Rooms

The committee requested that the rest room faucets use motion sensors so they cannot be left running – as has happened in the past. Also, if electric hand dryers are used, they need to be quiet. Paper towels may be also used.

#### IX. Alternates

Current list of alternates includes:

- Stenciling in Main Hall
- Parking lot
- Acoustic insulation between ground floor and first floor

The original cost estimate for the parking lot (\$120k) did not include site work (survey and permits, etc.). MKA provided us with an estimate from Seville for this work (\$10k). This work would include both the parking area next to Warren Street and the United Parish Lot and needs to be done in order to include the parking lot design, paving, sidewalks, and curbing etc. in the project. We agreed to have Seville do this. The cost for this work can come from our design contingency if need be.

#### X. Other Business

The current design does not call for adding insulation to existing walls – only in the ceiling. We asked MKA for a cost-benefit analysis to determine if it would make sense to add insulation to the walls to reduce operating costs.

Steve Kirby asked for a small sample of the curtain from the Main Hall to determine if it is fire retardant.

We briefly discussed the issue of using Memorial School for temporary office space. Discussions are planned with School Committee members and the administration in preparation for Jan 28<sup>th</sup> School Committee meeting. Ultimately, the School Committee needs to vote on this issue – which hopefully can occur at the Jan 28<sup>th</sup> meeting.

### D: Next Meeting Dates and Proposed Agenda Items

Feb 13th 9am at Fire Station

- Project status with MKA and Vertex

Feb 27<sup>th</sup> ?? (tentative, location TBD)

- Review and approve bid documents

Mar ?? (tentative, location TBD)

- Project status with MKA and Vertex

April 3<sup>rd</sup> ? (tentative, location TBD)

- Review bids received
- Project status with MKA and Vertex

April 10<sup>th</sup> 7pm at Town Hall

- CPC Public Hearing and Cookie Social

May 9<sup>th</sup> 7pm Nipmuc Reg HS  
• Annual Town Meeting

**E: Meeting Adjourned**

Meeting adjourned at 12:18pm

Submitted by Steve Rakitin, Secretary