

Town Hall Building Committee Meeting Minutes

Town of Upton



Massachusetts

**Date: January 30, 2013**

**Meeting Location: Fire Station**

**A: Call to Order**

The meeting was called to order at 1:13pm (quorum achieved) at the Fire Station.

**B: In Attendance**

- Kelly McElreath, Chairperson
- Michelle Goodwin, Committee Member
- Steve Rakitin, Secretary
  
- MKA: Doug Manley
- Vertex: Jon Lemieux and Steve Kirby (Owner's Project Manager)
  
- Blythe Robinson, Town Manager
- Glenn Fowler, Upton Cable TV
- Rich Gallagher Upton Cable Advisory Committee Member
  
- Valley Communications - Charlie Tremble and Fernando Flores

**C: Summary of Action Items**

New Action Items:

1. Cost estimate from Valley Communications for hosted VOIP system and security systems discussed at this meeting.
2. Can Martin determine if our data switches currently have QoS capability? If not, what would be cost to add?
3. Kelly to discuss postponing CPC Public Hearing – work out new data with CPC Chair.

Previous 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.
7. Blythe to make sure that the agreement with United Parish Church regarding parking lot will transfer to new owners should church be sold.
8. Blythe to discuss with post office where to temporarily relocate the town hall mailbox.
9. MKA (Bruce MacRitichie) to determine if the radiators in the main hall located under the basketball nets will still be needed given the HVAC design. – they are not needed according to Doug.

10. 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.
11. MKA needs to determine if National Grid will be providing pad-mounted transformer, and if so, where it can be located.
12. 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 several technology issues – including phone systems, A/V, and building security. Blythe invited Valley Communications to discuss these topics with the committee. Valley Communications has recently installed a Voice over IP (VOIP) phone system at Memorial School.

### II. Phone System:

Charlie Tremble from Valley Communications provided an overview of a typical hosted VOIP system – the only equipment that would be located in the building are the special VOIP phones and a network connection (located in the server room). All other equipment is remotely located (“in the cloud”). The VOIP system can also include a fail-over POTS (plain old telephone system, or copper) line in case Internet access goes down.

The elevator must also have a dedicated POTS phone line (state and/or federal law). The Town Manager’s office currently has a fax machine and phone line. The fax machine can be replaced with a fax/copier/scanner that can send documents via e-mail rather than fax. This would eliminate the need for another POTS line.

Charlie indicated that two CAT 6 lines at each workstation location are sufficient for VOIP or POTS. Today’s VOIP systems are fully e-911 compatible.

For Memorial School, their hosted VOIP is considered a category I service that is reimbursed at 60% through Federal Govt.

VOIP phones range from \$220 to \$350. Cost of VOIP phones may be CPC eligible.

VOIP monthly service fee would replace current Verizon service. Four bundles are available from Valley Communications:

- \$12 for basic (includes voice mail in your email inbox)
- \$14 per month (more features – not identified)
- \$16 per month (more features – not identified)

Polycom IP conference phones are about \$500 each.

Each user can remotely re-direct their office phone to a cell phone and vice versa when needed.

One of the main benefits of a VOIP system is that users can mix and match services/features (bundles) and can change services/features for a specific phone without involving the phone company.

With Valley Communications, each user is allotted 250 minutes per month. All users minutes are pooled together. If the total allotment of minutes is used up in a given month, a per-minute charge (unspecified) applies for additional calls.

Valley Communications agreed to provide a cost analysis based on Verizon bills.

All of the CAT 6 cables would be terminated in the server room and connected to a data switch. Data switch needs to have QoS feature that prioritizes voice over data. Question for Martin our IT consultant. VOIP phones use POE (power over Ethernet) – don’t need to plug into an electrical outlet.

DSCI is one service provider and could provide fail safe POTS. Could have multiple providers.

EarthLink, DSCI can provide Internet access maybe more reliably than Charter. Calls are always answered in the cloud, which enables redirecting calls remotely.

Bandwidth requirements: 40kb per simultaneous call. For 15 phones, total bandwidth would be about 800kb. Charlie will provide cost estimates and possibly a demo if needed.

### III. Building Security

Fernando Flores from Valley Communications discussed some security issues with the committee. We are thinking of installing one security camera on each level including one outside the Treasurer-Collector's office. Also want cameras for broadcasting public meetings on local cable channel.

We are currently using keys to secure the building – we may want key cards or fobs instead for the main entrances in the front of the building. The side and rear doors are exit only.

If we decide to include an alarm system and motion detector, we may need a dedicated POTS line.

Intrusion detection systems include - access controls on all doors and windows. An access device can be placed on each door and connected to POE (power over Ethernet) switch located in server room. Access card key system can be run on a simple laptop and doesn't need a server. Each door needs a CAT6 cable for access control. An electric strike part of door hardware system can be remotely controlled by the system. Can setup a schedule to automatically lock/unlock all doors.

Per door cost for access controls is about \$500 for strike hardware and one \$500 charge for access control software. \$1,000 for each door we have with a card/fob key access. FAC64 is state contract for security items.

- Intrusion alarms on two side doors – require 18/2 wire for contact
- Key card control for two front doors - require CAT 6 for each
- 3 security cameras one on each level – about \$500 each

Question for committee - If we have security cameras, do we also need a burglar alarm system?

Video detection - use same POE switches as for telephone system (low voltage). Typical camera would be about \$500. The committee asked Fernando to look at building layout and recommend locations for cameras. Need to have a server (about \$2,500) to store the video and also connect to POE switch that is shared with telephone system. 24 port POE switch is about \$500. Uses same CAT6 cable from camera location back to server room..

## D: Next Meeting Dates and Proposed Agenda Items

Feb 6<sup>th</sup> at Fire Station

- Project status with MKA and Vertex
- Review cabinetry work

Feb 13<sup>th</sup> 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 ?? 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 3pm as we no longer had a quorum.

Submitted by Steve Rakitin, Secretary