

Town Hall Building Committee Minutes

Town of Upton Massachusetts



Date: February 06, 2013

Location: Training Room, Upton Fire Station, 20 Church Street

A: Meeting called to order at 8:04 a.m.

- Without objection, Michelle Goodwin stood as acting Secretary.

B: In Attendance

- Kelly McElreath, Committee Chair
- Michelle Goodwin, Committee Member
- Michael Howell, Committee Member
- Blythe Robinson, Town Manager
- Douglas Manley, McGinley Kalsow & Associates, Inc.
- Steve Kirby, Vertex Construction Services, Inc.
- Thomas Belland, Vocational Curriculum Coordinator, Blackstone Valley Tech.

C: Discussion Items

- Update from Kelly regarding potential use of former Holy Angels Church as a temporary town hall. The space is 3,000 sq ft (once pews are removed) including both upstairs and downstairs. Both floors are accessible from the outside, but not ADA accessible from floor to floor interior to the building. We would need to remove and store the pews to be reinstalled at vacating the building. Tom indicated that BVT can do a significant portion of the work related to re-locating to the temporary space, including IT, wiring, moving, etc. The primary concern of the Church was that by leasing they would lose their tax exempt status on the building. Research by our Board of Assessors (at the agent's request) indicated that the Church should have lost exemption as de-commissioning of the building, which occurred in September, 2011. That correction is now being made and the building is no longer considered tax exempt.
- There will be a walk-through of the former church building at 9:30 a.m. today for any who can attend. (From the committee, both Kelly and Michelle attended the walk-through.)
- Tom gave a brief overview of what he was seeking for the BVT students in participating in this project. Some of the areas in which they have capability include electrical, mechanical, and drawings. There are several other areas as well. He is looking for projects that will be new for the students to broaden their experience as well as be educationally sound. Another possibility is bringing groups of students to the site during work to observe and tour the construction areas.
- Doug presented updates on the cabinetry needs throughout the building and status of construction documents.
 - The Treasurer's counter currently is designed with security glass and a stainless steel pass-through. (Doug will check with Ken to see if he wants to keep the security glass in the design.) The counter is accessible height (three feet) which is higher than a desk would be. They need to drop the work surface behind the higher window

counter for the employee to use as a work station. There is also a forty-two inch stand-up counter to the right of the Treasurer's window for patrons to use for filling out forms, etc.

- The Assessors' Counter will have a roll down, wood-slatted grill for security. It also has the accessible height and space for a customer-use computer for look-ups.
- The Board of Health has a counter within their space, not a counter service window as the other offices have. We need to communicate to BOH that they will have a workstation at the counter, but it will be integrated, not a separate desk.
- The Town Clerk's Counter will also have a roll down, wood-slatted grill for security. Kelly also requested shelving to the right of the window on the wall to accommodate numerous forms supplies access.
- All windows/counters will be framed with millwork to mimic the existing door frames and cornices (rose-type pattern).
- All counters are currently specified as solid-surface, a mid-range value that will be more durable than laminate, but not as expensive as granite, etc. The committee felt it would be adequate to use laminate in the copy room and staff kitchen/dining areas as they see less wear and tear and it would decrease the costs. Counters have space underneath for file cabinets or shelving for forms, etc. The committee agreed the cost to buy pre-made kitchen cabinets should be investigated to lower the overall cost.
- Current design includes a display case along the entry ramp to the garden level of the building. The committee felt this would be an ideal project for the BVT students to complete and have requested that plan. Additional work considered for BVT completion includes signage at the offices, directory and bulletin boards, and possibly the Selectmen's table in the Little Town Hall meeting room. BVT is also able to supply temporary signage and banners for use during the construction phase, graphics, IT cabling, and town-wide printed "we're moving" postcards, etc.
- Doug will receive documentation from his consultants on Friday and will be sending current phase of construction documents (roughly 80% complete) to DG Jones and Vertex on Monday.
- Blythe received several quotes for moving and currently is about \$19,000, so the moving budget will be restored at \$25,000.
- Future dates:
 - Next meeting is Wednesday, February 13th at 8 a.m. (Jon will be attending as Steve will be out of town.)
 - April 9th bids are due.
 - April 22nd the Selectmen sign the warrant for the Annual Town Meeting.

D: Next Meeting Date and Other Dates

- Next meeting is Wednesday, February 13th at 8 a.m. (Jon will be attending as Steve will be out of town.)
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- April 22nd the Selectmen sign the warrant for the Annual Town Meeting.

E: Meeting adjourned at **9:23 a.m.**