

Town Hall Building Committee Meeting Minutes

**Town of Upton**



**Massachusetts**

**Date: February 13, 2013**

**Meeting Location: Fire Station**

**A: Call to Order**

The meeting was called to order at 8:03am at the Fire Station.

**B: In Attendance**

- Kelly McElreath, Chairperson
- Michelle Goodwin, Committee Member
- Tim Tobin, Committee Member (present till 9:30am)
- Mike Howell, Committee Member
- Steve Rakitin, Secretary
  
- MKA: Doug Manley, Wendell Kalsow
- Vertex: Jon Lemieux
  
- Blythe Robinson, Town Manager

**C: Summary of Action Items**

New Action Items:

1. Blythe – Ask Pat Roche if he can write a letter to MAAB regarding the accessibility of the proposed design. MKA to help with wording.
2. Blythe to discuss funding options for costs not covered by CPC with Treasurer-Collector.
3. Waiting on cabinetry offer from BVT.

Previous Action Items:

1. Need cost estimates from Valley Communications for hosted VOIP system and security systems discussed previously.
2. Can Martin determine if our data switches currently have QoS capability? If not, what would be cost to add?
3. The committee needs to review the number and location of all the phone and computer drops throughout the entire building.
4. Glenn 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.
5. Blythe to make sure that the agreement with United Parish Church regarding parking lot will transfer to new owners should church be sold.
6. Blythe to discuss with post office where to temporarily relocate the town hall mailbox.
7. 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.
8. MKA needs to determine if National Grid will be providing pad-mounted transformer, and if so, where it can be located.
9. MKA to provide cost estimates for real hardwood floors for lower level hallway areas

## I. Agenda Items

The primary agenda item for this meeting was to review project status. Two items were discussed before MKA update:

- Parking lot:

Savello civil engineering fees for design of United Parish Church parking lot and parking on Warren Street is \$6,400.

Savello drawings need to go Conservation Committee for review and approval.

Blythe would like detailed drawings that our DPW can use to bid separately.

We need to determine where the lot lines are relative to the auto body shop in order to proceed with the parking lot design. United Parish Church believes owner of body shop is infringing on their property (parking lot). Kelly to talk with Rod Carter and Glenn to see if we can resolve this.

Lease arrangement with United Parish Church is progressing.

- CPC update:

Michelle provided an update on meeting with CPC last week.

CPC voted for alternate 2 stenciling (\$55k0. We should keep this as an alternate for bid purposes. CPC understands stenciling would be an alternate. If a funding source is available, could be done as a change order.

Discussed 20 year vs. 25-year bond funding options. CPC would like to see a side-by-side comparison of the costs.

## II. Update from MKA

- MHC and MAAB Status

Paul Holz from MHC offered to review current drawings (85% DD complete).

Variances sent to MAAB for their review. Don't expect any problem with approval. We should receive one letter from MHC and one from MAAB.

Upton Access Board (Blythe, Joan Shanahan, and Karen Intinerelli). Will meet with MKA to review ADA issues and will write a letter, which will go to MAAB as they consider the variances. MKA suggested it would be helpful if Building Commissioner can write a letter also.

- Cost Estimates and Bid Process

Cost estimator (D G Jones) has also received most recent set of drawings. Cost estimate is due back on Feb 25.

Builders risk insurance estimated at \$35k separate policy for period of construction, covers issues during construction activity.

Going out to bid on March 11<sup>th</sup>. Will be advertised in Central Register and in Milford Daily News.

Request for prevailing wage rate was received.

Bids will be due on April 9<sup>th</sup>. To be opened at Town Hall at 11am. Bidders are present for the opening. Committee members can attend.

Filed sub bids will be opened separately a week before (April 2<sup>nd</sup> at 11am). Blythe and MKA will handle all bid openings. Once the bids are reviewed and assessed, the committee will meet and decide which bids (and alternates) to accept and will make recommendation to BoS.

Pre-bid conference (site visit) Mar 13<sup>th</sup> at 11:00am. Will be posted on Central register Mar 6<sup>th</sup>. DD drawings available electronically Mar 11<sup>th</sup>

Committee would have a link to drawings website for access to drawing set.

MKA expects we will receive about 6 GC bids and as many as 60 filed sub bids.

- General contractor vs Historical general contractor

MKA recommends we request bids from Historic GCs. Historic GCs have worked on historic renovation projects.

There are about 100 historic GCs and 300 regular GCs.

List is published on State Dept of capital asset management (DCAM) website.

A motion to request bids from Historic GCs was made and seconded. Approved by unanimous vote.

- Lighting Design

We discussed lamps - LED vs CFL.

MKA presented an operating cost analysis by lighting consultant which looked at four lamp types: CFL, LED, halogen and incandescent.

For ceiling lamps, the operating costs are about the same as for CFL and LED...

Some decorative lamps can be either CFL or LED (screw-in). The four foot florescent strip is more cost-effective than LED (will be used on ground floor and in Little Town Hall).

Higher up-front cost to go with LED lamps. Fixtures for LEDs are not as reliable as CFLs. Some LEDs when burned out require replacement of fixture as well as bulb. Can only be done by an electrician.

Florescent ballasts are more reliable than LED fixtures now. LED reliability may improve in a few years

MKA presented four options:

- Option 1- Use LED lamps in only difficult to access applications (such as Main Hall) and CFLs elsewhere.
- Option 2 - All screw-in fixtures use LED lamps – linear fluorescent strips ground level and Little Town Hall
- Option 3 – All LED lamps except linear fluorescent strips ground level and Little Town Hall
- Option 4 – All LED throughout the building

LED bulbs can be selected with a 3,000 degree kelvin temp, which is close to the spectrum for incandescent. MKA can specify same temp lamp for LED and CFL bulbs so there is little perceptible difference when walking though building.

We can get rebates from utilities for either CFLs or LEDs.

A motion was made and seconded to go with Committee Option 2 – Unanimous approval.

MKA still looking for off the shelf fixtures to replace the custom ones proposed.

- Lightning protection

Recommended by Vertex. Not included in current design. We don't believe we need it. Not present in police, fire stations.

- Electrical Service:

Mike asked about pad mounted or pole mounted transformer. Pad mount would be located in the parking area in the same space as the dumpster. In either case, service entrance would run underground (Warren Street) to building.

Mike questioned whether we need a 600-amp service as shown in current drawings. And whether we need an emergency generator. vs. stand-by generator. The designation of the generator ("emergency" or "stand-by") has implications for wiring and emergency lighting.

The committee seemed to feel that a "stand-by" generator that could handle key areas of the building during a power outage would be sufficient.

Mike also raised several questions regarding to generator wiring and wiring...

- Renting Holy Angels Church Space for temporary Town Hall

MKA prepared a rough layout that could work in the downstairs space where the bathroom is.

Church building has three zones so we could just heat the basement. Need to determine costs of connection to utilities for both trailers and church. We need rental amount. The church needs to be assessed as a building since it was decommission as a church Sept 2011. There may be real estate tax issues.

Committee will compare costs three options – Memorial School, Holy Angels Church, and Trailers.

- Moving cost estimates

Blythe received three estimates ranging from \$15k - 20k. We can use original moving budget of \$25k to include some IT costs. And also includes moving safes out and replace with new ones.

Kelly has price on moving vault - vault storage vs secure storage.

Need to determine if it is possible to remove an old safe located inside the vault in the town clerks office.

### **III. Other Business**

Meeting minutes from January 22, 23, and 30 were reviewed by the committee. It was moved and seconded to approve minutes for January 22, 23, and 30 – Unanimous

MKA waiting to hear back from BVT on cabinetry.

Discussion with Treasurer-collector, no glass at the counter. Need camera and motion detector.

BoH is okay with office layout.

Committee comments on draft committee report for Annual Town Report.

Need to correct balcony use. Michelle has some comments.

We need to decide how to finance the non-CPC costs. Possibly with a bond - Blythe to discuss with Ken Glowacki.

## D: Next Meeting Dates and Proposed Agenda Items

- Feb 20 Presentation to Fincom 8pm @ Fire Station
- Feb 27 Committee meeting to discuss bathrooms, cost estimates
- Mar 6 Ad appears in Central register
- Mar 11 Out to bid
- Mar 13 Pre-bid meeting @ 11 am Town Hall
- Mar 26 Filed sub bids opened @ 11am Town Hall
- Apr 9 Bids opened @ 11 am Town Hall
- Apr 22 BoS sign warrant for annual TM
- May 1 CPC Public hearing on renovation project at Town Hall. 7:30pm cookie social
- May 9 Annual Town Meeting 7pm Nipmuc Reg HS

## E: Meeting Adjourned

Motion to adjourn at 11:11am

Submitted by Steve Rakitin, Secretary