

Town of Upton



Massachusetts

Date: February 27, 2013

Meeting Location: Fire Station

A: Call to Order

The meeting was called to order at 9:01 am

B: In Attendance

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

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

- Blythe Robinson, Town Manager

C: Summary of Action Items

New Action Items:

1. MKA to provide legal wording for bid advertisement to Blythe.
2. MKA to provide alternate layout of United Parish parking lot to Blythe by Friday afternoon
3. MKA to provide revised lighting schedule

Previous Action Items:

1. Blythe to discuss funding options for costs not covered by CPC with Treasurer-Collector.
2. Waiting on cabinetry offer from BVT.
3. Cost estimate from Valley Communications for hosted VOIP system and security systems discussed at this meeting.
4. Can Martin determine if our data switches currently have QoS capability? If not, what would be cost to add?
5. The committee needs to review the number and location of all the phone and computer drops throughout the entire building.
6. Blythe to try to arrange meeting with Valley Communications rep to talk to the committee next week.
7. 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.
8. 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.
9. Blythe to make sure that the agreement with United Parish Church regarding parking lot will transfer to new owners should church be sold.
10. Blythe to discuss with post office where to temporarily relocate the town hall mailbox.
11. 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 today's meeting is an update from MKA and the DD drawings.

1. **Approvals from MHC and MAAB** - Wendell informed the committee that both MHC and MAAB have given approval for the project. Letters to follow. We should include MHC and MAAB for the ribbon-cutting ceremony when the building is done.

Committee should contact Penny Kelly and inform her of the progress of the project. The MAAB acknowledged her contribution to providing access for handicapped persons in Upton.

2. **Review of drawings** - Vertex and MKA are planning to meet Friday afternoon to review all of the drawings. The committee asked that any issues that can't be resolved be summarized and sent to Kelly.
3. **Lighting** - we asked the lighting consultant to see if there is an off the shelf fixture that is close to the chandelier found above the stage. The cost of the custom fixture is \$1,400. So far, nothing that is close has been found.

Tim met with Ken Picard regarding use of LED bulbs. He is okay with using LED where it makes sense (hard to access). MKA should have a revised lighting fixture schedule by the end of the day today.

4. **Printing of bid documents** - Reviewed printing estimates for drawings from two vendors. Town is required to provide printed copies to contractors who request them. 60% take electronic copies today. Need to get drawings to printers by March 11. MKA recommended BidDocs at \$4,200.

Bidders may find things in the drawing set that need to be changed - handled with addenda...

Doug to have the wording for the ad in the central register. We agreed to postpone pre-bid conference to March 19.

Selectmen sign Annual TM warrant on April 22. Need final numbers for warrant article by April 19. Town Election is April 30. Contract award date could be moved to May 21.

5. **HVAC** - Space for air handling unit is tight in main hall. MKA suggested moving the air handling equipment over the stage. Allowing more room for storage of folding chairs. Will require a limited access ladder to service the equipment. Bruce MacRitchie (HVAC) was out to look at this and came up with this solution. That means that the mechanical room on the side of the stage is now available for chair storage. Might add some cost for additional structural items...
6. **Temporary Town Hall Space** - Holy Angels church - MKA presented new office layout in the lower level area. It looks like the space will work out. Can use existing partitions. Blythe spoke with town attorney who is in touch with the dioceses atty. regarding lease. Could negotiate improvement to external doors in the lease negotiation. Vertex estimated cost of doors at \$3,900. Need to make some changes to layout and then review with Building Commissioner and Fire Chief once the lease is negotiated.
7. **Parking Lot** - United Parish Church parking lot. Due to the actual layout of the space, can't accommodate 90 deg parking. Have to use 45 deg and as a result can only accommodate 24 cars not 34. The church needs to be consulted on this layout. Can remove handicap spaces since the church already has them. Another option discussed was just paving over the existing lot (no striping) and forgoing the sidewalk and granite curbing. MKA needs to layout this option to see if it is viable and to see how many spaces can be accommodated. The committee would like to have a count of the number of cars parked in the lot on Sunday morning for reference. Plan B is to use the town lot next to the playground.

Committee needs to present the design to the church ASAP. MKA can try to have it by Friday if possible - meeting with church Monday morning.

8. **Cost estimates and alternates** - 150 kva backup generator. Will run everything in building and not require extra wiring. National Grid - will provide a pole mounted transformer rather than pad mount.

Latest cost estimate from D G Jones is about \$200k higher. MKA looking into Electrical and HVAC areas where biggest increases were.

Kelly to see if DPW can dig up an area in the current mech room to see what was buried - likely to be old steam pipes.

II. Invoices approved for payment

1. Invoice for MKA dated Feb 15 and Vertex dated Feb 20 - motion to approve both invoices and approved unanimously

D: Next Meeting Dates

Mar 6 8am at Fire Station

Mar 11 Ad appears in Central Register

Mar 13 Out to bid – bid documents available

Mar 19 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

Meeting adjourned at 11:03am

Submitted by Steve Rakitin, Secretary