

Town Hall Building Committee Meeting Minutes

**Town of Upton**



**Massachusetts**

**Date: March 6, 2013**

**Meeting Location: Fire Station**

**A: Call to Order**

The meeting was called to order at 7:57 a.m.

**B: In Attendance**

- Kelly McElreath, Chairperson (left 8:50 a.m.)
- Michelle Goodwin, Committee Member
- Steve Rakitin, Secretary
- Mike Howell, Committee Member
- Tim Tobin, Committee Member
  
- MKA: Wendell Kalsow, Doug Manley
- Vertex: Steve Kirby, Terry Scalzo
  
- Blythe Robinson, Town Manager
- Ron Goodale, Chief, Upton Fire Dept. (left 9:00 a.m.)

**C: Summary of Action Items**

New Action Items:

1. Determine if OPM will be in separate trailer or can be in Holy Angels.
2. Create budget for expenses due before 01 July start of FY14.
3. Determine new cost estimate for United Parish parking based on 34 spaces and flush sidewalk.
4. Begin work on presentation for Annual Town Meeting.

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. 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 to provide cost estimates for real hardwood floors for lower level hallway areas
10. MKA to provide alternate layout of United Parish parking lot to Blythe by Friday afternoon

**D: Discussion Items**

1. Upon motion by Michelle Goodwin, the committee approved the minutes of 27 Feb 2013 by unanimous vote.
2. Upon motion by Steve Rakitin, the committee approved payment to Kopelman & Page of \$697 for legal assistance by unanimous vote.
3. Kelly shared that a highlight of the week was the headline article in the Milford Daily News about the Mass. Historical approval of the design plans.
4. Update from MKA
  - a. Found "off-the-shelf" solution for lighting fixtures to replace custom fixtures priced at \$1,400+. The fixture Rejuvenation 'orville' is an antique brass design available in 4-light (\$665), 3-light (\$598), and 2-light (\$507) designs and will be placed in the lighting schedule in lieu of custom fixtures without objection from the committee.
  - b. Approximate \$200,000 increase in cost estimate has been decreased by \$35,000-\$45,000 due to HVAC changes through simplified control, fan coil units controlled at location only with occupancy sensor and extreme low temp sensor. Still need another \$150,000 in alternates.
  - c. Suggestions of alternates from MKA
    - i. Decorative painting in the main hall (\$65,000). Without objection the committee placed this as alternate #1 for the bid. This may also be able to be funded with Beautification Fund.
    - ii. Interior glass sidelights to enclosed stairway (first and second floor) relatively expensive due to fire rating (\$25,000-\$30,000). They are nice for natural light in the interior hall space, but not essential. Without objection the committee placed this as alternate #3 for the bid.
    - iii. Little Town Hall (LTH) solid wall to 7'10" with no glass above (\$36,000). By unanimous consent the committee kept this item in the project and it will not be listed as an alternate. The committee felt that the full partition, floor to ceiling, between the public space of LTH and the land use office on the other side was essential for security, sound, and HVAC.
    - iv. Three (3) roof location ice melt systems (\$15,000). With objection by Michelle Goodwin that the item should be included and not an alternate, the committee placed this as alternate #2 for the bid. Despite known icing problems on the roof, in particular above the side entry on Warren St, the engineers felt that the new insulation in the roof of the building would alleviate the melting well enough, and that the systems would be added protection as opposed to essential.
    - v. Fence along the length side of the mechanicals exterior to the rear of the building (\$1,500-\$2,000). Without objection the committee removed this item from the project entirely and extended the side fences to the stone wall, increasing the storage area within the fence and saving the expense of additional fencing.
    - vi. MKA suggested removing the display case along the entry ramp to the ground floor from the bid (\$8,000) and instead carry \$2,000 for materials only as the case will be contracted individually to Blackstone Valley Technical Vocational Regional High School (BVT).
  - d. Additional suggestions for cost savings
    - i. From Steve Kirby – remove the a/c from the copy room and install and exhaust fan (\$4,000). Without objection the committee agreed.
    - ii. From Steve Kirby – no humidifier for the vault (\$unknown). Without objection the committee agreed.
    - iii. From Blythe – remove gas insert for fireplace in Town Manager's office (\$unknown). Without objection the committee agreed.
    - iv. From Blythe – flush sidewalk and repave only for thirty-four (34) spaces at United Parish parking lot. Without objection the committee agreed. (cost savings to be determined)
    - v. From Michelle – make the kitchenette in the staff room an alternate (\$20,000-\$30,000 estimated by MKA). Without objection the committee agreed to rough-in the staff room sink and supply the sink through the contractor but not installed as alternate #4. BVT will be contracted to construct the cabinets and install along with sink.
  - e. Fire Safety and Suppression from Chief Goodale
    - i. Primary concern is protecting and monitoring to ensure that we don't have a heat failure in the space where wet system pipes are traveling. Wet system is the preferred system and has a lower initial cost as well as lower maintenance cost. There will be monitors placed on heating units in the attic spaces with supervisory alarms sent to dispatch (fire).
    - ii. The elevator phone will call dispatch.
    - iii. The fee for the fire protection permit will be waived and as-builts must be provided upon completion.
  - f. Update from Blythe

- i. United Parish has indicated that the most parking possible was the priority in any upgrade to the lot. The decision was to go with “option 1” to include repaving, drainage, striping, and a flush sidewalk allowing for thirty-four (34) parking spaces.
    - ii. Holy Angels lease would be for the ground floor only and the draft lease has not yet arrived. If we would like to have the OPM located in Holy Angels instead of a trailer, we need to include upstairs space as well, with possible adjustment to the monthly lease fee. The current cost of leasing Holy Angels still appears to be about \$16,000 less than the cost of trailers. To date, Holy Angels has saved \$10,000-\$11,000 because it was not listed on the tax rolls as soon as it was de-commissioned as a church. It will be going on the rolls effective July 1<sup>st</sup> of this year.
    - iii. We need to submit a budget of funds needed before July 1<sup>st</sup> from the town budget to be presented to the Finance Committee.
  - g. Update from Steve Kirby
    - i. Regarding change orders, when the contractor does an add it is all inclusive with mark-up. Usually credits are cost only and do not include the mark-up. We need to word the contract to be sure they credit the same as the add – removing the mark-up with the credit as well.
    - ii. Need to change Contract duration from 360 days to 399 days. A year will be needed to work in the building and the building will not be available to the contractor until June 24<sup>th</sup>. Since the GC bid will be opened on 4/9 and the contract award date is 30 days thereafter, the contract would have to start on 5/21, or 34 days before the contractor could occupy the building. Since May 21<sup>st</sup> to June 24<sup>th</sup> is 34 days, the contractor would have 34+365 (399) days to Substantial Completion. As well the final Completion duration shall be limited to thirty (30) days so the punchlist does not become an extended operation.
  - h. Additional items
    - i. The ad is in to the Central Register and will be out next Wednesday. We are using BidDocsOnline.com for electronic plans and Nashoba Blue, Inc. of Hudson for paper copies.
    - ii. The committee further emphasized to the engineer that the building systems need to be as user-friendly as possible to minimize outside contract calls for maintenance matters.
    - iii. Since the town maintains a custodial staff but not a facilities manager, it is suggested that the town consider looking into contracting and outside firm for facilities management of all town buildings.
    - iv. Agenda items for next meeting: begin work on Annual Town Meeting presentation, cost-benefit analysis, and communication plan to the voters.

## D: Next Meeting Dates

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

Upon motion by Tim Tobin, the meeting adjourned at 9:40 a.m. without objection.

Submitted by Michelle Goodwin, acting secretary