

Town Hall Building Committee Meeting Minutes

Town of Upton



Massachusetts

Date: March 21, 2013

Meeting Location: Fire Station

A: Call to Order

The meeting was called to order at 8:00 am

B: In Attendance

- Kelly McElreath, Chairperson
- Michelle Goodwin, Committee Member
- Steve Rakitin, Secretary
- Mike Howell, Committee Member (left at 8:30 am)

- Blythe Robinson, Town Manager

C: Summary of Action Items

New Action Items:

1. Kelly to request MKA provide poster boards for three floor layouts
2. Kelly to post links to several drawings on Town Website
3. MKA to provide a complete set of drawings (hardcopy) to Kelly.
4. Steve and Michelle to draft one-page handout that can be available for Town Election April 30
5. Steve to provide a draft PowerPoint presentation to committee for review – to be used at CPC Public Hearing and Annual Town Meeting

Previous Action Items:

1. Determine if OPM will be in separate trailer or can be in Holy Angels. – **HOLY ANGELS**
2. Create budget for expenses due before 01 July start of FY14 – **DONE SEE BELOW**
3. Determine new cost estimate for United Parish parking based on 34 spaces and flush sidewalk. - **DONE**
4. Begin work on presentation for Annual Town Meeting - **STARTED**
5. Blythe to discuss funding options for costs not covered by CPC with Treasurer-Collector.
6. Waiting on cabinetry offer from BVT – **WE'LL GET STAFF ROOM CABINETS FROM HOME DEPOT or LOWES. HAVE BVT WORK ON DISPLAY CABINET ONLY.**
7. Cost estimate from Valley Communications for hosted VOIP system and security systems discussed at this meeting.
8. Can Martin determine if our data switches currently have QoS capability? If not, what would be cost to add?
9. The committee needs to review the number and location of all the phone and computer drops throughout the entire building.

D: Discussion Items

1. Walk-through for General contractors (GCs) and Subs was held on Tuesday March 19, 2013 at 11am. Because of the snowstorm, there were several potential bidders who could not make it. Another walk-through was scheduled for Thursday March 21 at 11am.

2. Blythe mentioned that Westborough is renovating its Town Hall and the estimated cost for that project is \$7.1m (from Westborough town website). Hopedale is in the early design planning stage for renovating their Town Hall as well. The initial cost estimates for their renovation are in the \$7m range (from BoS meeting minutes 3/4/13).
3. We should have the actual cost for our project by April 11th. GC bids are due April 9th and filed sub bids are due March 27th.
4. Blythe provided an update on the lease negotiation with the Worcester Diocese regarding renting space at the former Holy Angels Church. The town proposed a monthly rent of \$1,500 and requested a credit against monthly rental for the cost of replacing two doors for improved security (estimated at \$4,000). The Diocese has so far refused to grant a credit for replacing the doors, insists the Town pay all property taxes (estimated at \$10-12,000 per year) and wants the Town to assume full responsibility for maintaining HVAC systems in the building for the period of the rental. Blythe indicated the Town is still negotiating... The committee discussed removing the new doors after the rental period is over. Even with what the Diocese is requesting, the rental of the building is still less than renting trailers.
5. Blythe reported that the negotiation of the lease to re-pave and share the United Parish parking lot is proceeding smoothly,
6. Blythe prepared a summary of anticipated expenses that would be required prior to July 1.

Item		Total
Church move-in costs (painting, partitions, etc.		24,650
Rent for three months	1,500/month	4,500
Moving expenses		12,500
IT Services – move switches		4,700
Move vault		2,500
Vault storage – 3 months	1,200/month	3,600
Purchase 10 VOIP Phones	339/each	3,339
Storage trailer rental – 3 months	375/month	1,125
Electricity		900
TOTAL		57,814

Blythe reviewed these expenses with the BoS who indicated they would support borrowing to cover these costs.

7. Blythe also indicated that the BoS is willing to use about \$50k in Risteen Beautification Funds to cover part of the cost of the stenciling planned for the main hall.
8. We discussed working on a handout that could be available for the Town Election on April 30th. MKA will provide poster boards of the layout of the three floors. Steve and Michelle will work on this. Article 9 – will be for the Town Hall renovation project and the two leases with United Parish and Worcester Diocese.
9. We also discussed creating a PowerPoint presentation that will be used at the CPC Public Hearing on May 1st and also at the Annual Town Meeting May 9th. Steve will prepare a draft for the committee to review. We discussed having Kelly introduce Wendell and Jon and having them do the presentation at Town Meeting.
10. Kelly will try to post links to several drawings of the project on the Town's Website.
11. A motion was made to approve the current invoice from Vertex. Seconded and approved unanimously.

E: Next Meetings

Mar 27 Filed sub bids opened @ 11am Town Hall

Apr 9 GC Bids opened @ 11 am Town Hall

Apr 22 BoS sign warrant for annual TM

Apr 30 Town Election – handouts and artist rendering on display

May 1 CPC Public Hearing on renovation project at Town Hall 7:30pm Cookie social at 6pm?

May 9 Annual Town Meeting 7pm Nipmuc Reg HS

F: Meeting Adjourned

The meeting was adjourned at 9:10 am without objection.

Submitted by Steve Rakitin, Secretary