

Town Hall Building Committee Meeting Minutes

Town of Upton



Massachusetts

Date: April 2, 2013

Meeting Location: Fire Station

A: Call to Order

The meeting was called to order at 9:03 am

B: In Attendance

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

- Blythe Robinson, Town Manager

- Doug Manley, MKA

- Jon Lemieux, Vertex
- Steve Kirby, Vertex

C: Summary of Action Items

New Action Items:

1. Doug to provide Kelly with signage specifications
2. Vertex to update budget items to outline the CPC on April 3
3. Doug to prepare the Addendums needed
4. Doug and Vertex to prepare the new plastering sub file bid
5. Blythe to advertise the new sub file bid in the Central Register and local newspaper

Previous Action Items:

1. Begin work on presentation for Annual Town Meeting - **STARTED**
2. Blythe to discuss funding options for costs not covered by CPC with Treasurer-Collector. **DONE**, determined at FinCom meeting the whole project will be borrowed and paid back with CPC funds and funds within the levy limit.
3. The committee needs to review the number and location of all the phone and computer drops throughout the entire building. - **DONE**
4. Kelly to request MKA provide poster boards for three floor layouts - **DONE**
5. MKA to provide a complete set of drawings (hardcopy) to Kelly. - **DONE**
6. Kelly to post links to several drawings on Town Website
6. Steve and Michelle to draft one-page handout that can be available for Town Election April 30
7. Steve to provide a draft PowerPoint presentation to committee for review – to be used at CPC Public Hearing and Annual Town Meeting
8. Can Martin determine if our data switches currently have QoS capability? If not, what would be cost to add?
9. Cost estimate from Valley Communications for hosted VOIP system and security systems discussed at this meeting.

D: Discussion Items

1. Motion to approve minutes from March 6 and March 21. Seconded and approved unanimously.
2. Blythe and Kelly gave an update on the United Parish lease. Our attorneys and insurance agents have agreed to all issues. The only 'at risk' item is our attorney could not provide a provision regarding if United Parish is no longer a church so we are not necessarily protected if the Church was to fold.
3. Blythe and Kelly met with representatives from Holy Angels and agreed in principal to terms. We agreed to their changes regarding the cost of the doors and maintenance of existing systems. However, we were able to get their agreement that the Town would be responsible for one half of the yearly taxes. They were asking us to pay the taxes for the full year. The Church representatives will be meeting with the Assessors and there may be a possibility the assessment is lowered, thus lowering the yearly taxes. At this point, we are adding \$5,000 to the Holy Angels budget. The total rental works out to be about \$4 per sq foot which is extremely low.
4. Capital Budget meeting scheduled for April 11th has been canceled. New date to be determined.
5. Jon discussed the sub file bids. At this point we are about \$500,000 above our target amount. The purpose of this meeting was to discuss some changes to the GC bid that MKA will put out as an addendum. Our hope is to mitigate the increase in costs/prices.
6. The list was reviewed and the committee discussed the pros and cons on each item and there was a determination made whether to delete the item or keep it. The list is attached.
7. Jon was able to confirm we are able to 'throw' out the plastering bid. We only received one bid and the committee agreed to change the scope of the project enough to warrant a new bid. We have removed the plastering on the ground floor to be replaced with acoustic hanging tiles. We also removed the acoustic plastering above the glass wall in the balcony area. We are making an alternative for acoustic plastering in the Little Town Hall. Thus, MKA and Vertex will be determining a price to give to the GC to use as this sub file bid.
8. Plastering sub file bid will be due on April 24th. If the price is lower than the amount given to the GC, the GC owes us money, if it is more, we will owe the GC more money as a change order.
9. It was moved and seconded by the committee to move forward with making the changes on the V/E list submitted by MKA and rebid the plastering sub file. This was approved unanimously.

E: Next Meetings

Apr 9 GC Bids opened @ 11 am Town Hall

Apr 10 Committee Meeting

Apr 16 Capital Budget meeting

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 11:00 am without objection.

Submitted by Kelly McElreath, Chairperson