

Town Hall Building Committee Meeting Minutes

Town of Upton



Massachusetts

Date: April 16, 2013

Meeting Location: Town Hall

A: Call to Order

The meeting was called to order at 10:00 am

B: In Attendance

- Kelly McElreath, Chairperson
- Michelle Goodwin, Committee Member (left at 10:30)
- Mike Howell, Committee Member
- Steve Rakitin, Secretary
- Blythe Robinson, Town Manager
- Wendell Kalsow and Doug Manley, MKA
- Steve Kirby, Vertex

C: Summary of Action Items

New Action Items:

Previous Action Items:

1. Doug to provide Kelly with signage specifications
2. Vertex to update budget items to outline the CPC on April 3 - **DONE**
3. Doug to prepare the Addendums needed - **DONE**
4. Doug and Vertex to prepare the new plastering sub-filed bid - **DONE**
5. Blythe to advertise the new sub file bid in the Central Register and local newspaper - **DONE**
6. Begin work on presentation for Annual Town Meeting - **STARTED**
7. 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.)
8. The committee needs to review the number and location of all the phone and computer drops throughout the entire building. – **DONE**
9. Kelly to request MKA provide poster boards for three floor layouts - **DONE**
10. MKA to provide a complete set of drawings (hardcopy) to Kelly. - **DONE**
11. Kelly to post links to several drawings on Town Website
1. Steve and Michelle to draft one-page handout that can be available for Town Election April 30 - **DONE**
12. Steve to provide a draft PowerPoint presentation to committee for review – to be used at CPC Public Hearing and Annual Town Meeting - **DONE**
13. Can Martin determine if our data switches currently have QoS capability? If not, what would be cost to add?
14. Cost estimate from Valley Communications for hosted VOIP system and security systems discussed at this meeting.

D: Discussion Items

1. Seven GCs submitted bids and they were opened. The bid summary is included below.
2. The bids ranged from a low of \$5.165 million to a high of \$6.872 million.

3. The lowest bid was \$5.165 million received from Pezzuco Construction Inc. located in Cranston RI
4. The CPC maximum we can use for borrowing is \$240k which means the maximum that can be borrowed is \$3.6 million.

GC Bid Summary:

BID TABULATION SHEET

VERTEX

X GC
Filed Sub Trade: _____

Project: Upton Town Hall

Bid Date/Time: April 16, 2013 @ 10:00AM

No.	Name and Address of Bidder	Bid Amount	ALTERNATES				UNIT PRICES												Add 1 - 6	5% Bid Bond	Cert of Eligibility	DCAM Update Statement	Restrictions	
			Alt No. 1	Alt No. 2	Alt No. 3	Alt No. 4	UP a	UP b	UP c	UP d	UP e	UP f	UP g	UP h	UP i	UP j	UP k	UP l						UP m
1	CALANTONIO	5,945,000	7,000	29,000	20,000	9,000	320	193	12	15	4	4	40	200	20					✓	✓	✓	✓	
2	GTR INC	5,937,095	6000	30000	20,000	10,000	800	200	6	20	5	5	75	1000	35					✓	✓	✓	✓	CARRIED OVER TO E
3	E. A. COANGRY CONST CO LP	5,724,000	5300	29700	19900	4600	880	550	5.50	9.50	3.50	5.50	2.50	150	25.50					✓	✓	✓	✓	
4	M O'CONNOR	5,543,700	80000	30,000	20,000	12,000	920	620	4	13.50	4	4	35	550	26					✓	✓	✓	✓	
5	PAUL J. ROGAN	4,822,507	100,000	40,000	30,000	25,000	200	100	6	30	7	7	110	400	N/A					✓	✓	✓	✓	
6	PEZZUCO CONSTRUCTION	5,105,000	5300	29,900	20,100	9700	800	500	5	10	4	4	26	50	28					✓	✓	✓	✓	
7	EASTERN GENERAL CONTRACTORS	6,100,000	7,1000	28,500	20,000	11,000	265	250	3	25	4	4	35	1500	26					✓	✓	✓	✓	

E: Next Meetings

- Apr 16 Capital Budget Committee
- 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 10:40 am without objection.
Submitted by Steve Rakitin, Secretary

The Committee had a second meeting on April 16 2013

Meeting Location: Fire Station (Meeting with Capital Budget Committee)

A: Call to Order

The meeting was called to order at 7:00 pm

B: In Attendance

- Kelly McElreath, Chairperson
- Michelle Goodwin, Committee Member
- Mike Howell, Committee Member
- Tim Tobin, Committee Member
- Steve Rakitin, Secretary
- Blythe Robinson, Town Manager
- Wendell Kalsow and Doug Manley, MKA
- Steve Kirby, Vertex

C: Summary of Action Items

See above.

D: Discussion Items

The committee met with the Capital Budget Committee. The Capital Budget Committee voted against supporting the renovation project – 3 against, 2 in favor and one abstention.

Kelly will be meeting with the CPC Chair to discuss funding options in light of the GC bids opened yesterday.

The committee is scheduled to meet with the FINCOM Thursday evening.

E: Next Meetings

Apr 19 Finance Committee

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 8:45pm without objection.

Submitted by Steve Rakitin, Secretary