

Town Hall Building Committee Meeting Minutes

Town of Upton



Massachusetts

Date: April 24, 2013

Meeting Location: Town Hall

A: Call to Order

The meeting was called to order at 9:22am

B: In Attendance

- Kelly McElreath, Chairperson
- Michelle Goodwin, Committee Member
- Steve Rakitin, Secretary
- Tim Tobin, Committee Member (left at 9:50am)
- Mike Howell, Committee Member

C: Summary of Action Items

New Action Items:

1. Incorporate plaster bid numbers into CPC/TM Presentation and Flyer

Previous Action Items:

1. Doug to provide Kelly with signage specifications - **DONE**
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 - **CONTINUING**
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 - **DONE**
12. Steve and Michelle to draft one-page handout that can be available for Town Election April 30 - **DONE**
13. Steve to provide a draft PowerPoint presentation to committee for review – to be used at CPC Public Hearing and Annual Town Meeting - **DONE**
14. Can Martin determine if our data switches currently have QoS capability? If not, what would be cost to add?
15. Cost estimate from Valley Communications for hosted VOIP system and security systems discussed at this meeting.

D: Discussion Items

1. The committee reviewed the draft presentation for CPC Public Hearing (May 1) and Annual TM (May 9)
2. The committee decided that Jon Lemieux from Vertex should give the presentation at TM

3. Dave Leoper will not be acting as Moderator for the Town Hall article due to his involvement with the United Parish church.
4. Two revised plastering bids were due to be opened today at 11 am.
5. Motion to approve committee meeting minutes for April 2 and April 16 – approved without objection
6. Received invoice from Vertex Feb 24-Mar 30 – motion to approve and seconded without objection
7. Received invoice from MKA Feb 1- Feb 28 - motion to approve and seconded without objection

E: Next Meetings

Apr 29 Review CPC and TM Presentation, Flyer and other issues - 7pm Town Hall

Apr 30 Town Election – handouts and current floor plans 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 10:25 am without objection.

Submitted by Steve Rakitin, Secretary