

Town of Upton



Massachusetts

Date: May 29, 2013 REVISED

Meeting Location: Fire Station

A: Call to Order

The meeting was called to order at 9:05am

B: In Attendance

- Kelly McElreath, Chairperson
- Michelle Goodwin, Committee Member
- Steve Rakitin, Secretary
- Mike Howell, Committee Member

- Blythe Robinson, Town Manager
- Vertex: Steve Kirby and Bryan Fors
- MKA: Doug Manley

C: Summary of Action Items

New Action Items:

1. Vertex will do a door inventory to make sure every door has a new lock including main door upstairs.
2. Need to switch the electrical service (National Grid) for temporary office space.
3. Does anything need to be done regarding water and sewer for temporary space?
4. Need to notify the dumpster company to relocate dumpster to temporary office after June 21.
5. Contact post office about relocated Town Hall Mailbox – possibly next to Library.
6. Drop-box for Treasurer-Collectors office – temporary or permanent?
7. Doug to provide Kelly with agenda items for Pre-construction meeting June 5th
8. Blythe to ask DPW to erect sign (local residents only) School and Warren Street once construction starts.
9. Vertex to provide Bryan Fors resume for committee to review.
10. Vertex to get quotes from cleaners once painting and wiring is done.

Previous Action Items:

D: Discussion Items

1. Committee Business:

The committee voted unanimously to approve Meeting minutes of April 29

Bills from April 25 MKA and May 3 Vertex reviewed and motion to approve payment was made and seconded. Approved without dissent.

2. Temporary offices Update:

BoS has signed the lease. Town takes possession on June 3 and is looking to move out of the Town Hall by June 21. We discussed having Vertex take over the process of getting the temporary office space set up. Blythe will provide contacts and info to Steve Kirby.

Painting:

Two estimates for painting the inside have been received. Barry Painting \$3000 and \$1,500 to paint. Imbruno Painters gave a quote of \$3,300 for both. Budget was \$750. Expect to save some money by not replacing doors and by having Selectmen (Jim and Ken) do the wiring.

We decided that the painting scope of work should include the exterior walls, ceiling and trim - same neutral color. Include bathrooms as an option. Awaiting additional quotes on painting from Vertex. Ceiling to be included if quotes are within budget.

Electrical:

Two of our Selectmen are electricians and volunteered to do whatever wiring is needed for the office space.

Mechanical:

Decided to use window A/C units. The furnace will be checked out.

Phones and Cable:

Town signed a contract with NECC for VOIP phones to be setup for June 21. Electricians (selectmen) will provide a panel for the phones. Charter is on notice to move service by June 21. Will need an Internet cable upstairs for Vertex field office. May also need power outlets upstairs. Verizon will be installing a T1 line (for state election computer).

Moving:

Wakefield Movers in today to assess the amount of stuff to be moved. They will also be providing storage trailers.

Miscellaneous:

Upton handyman George McDonnell has looked at the temporary office space and believes he can reinforce the doors, change all of the locks, repair the handicapped access ramp (which will be the public entrance), and repair falling ceiling tiles. He will charge the town \$30/hour for his time.

Custom Alarm will be installing motion detectors.

Vertex will need to put a lock on the main entrance, as their field office will be upstairs. Vertex will do a door inventory.

Cleaners will be coming once painting and electrical work is done. Glenn Fowler can clean the floor – Kelly to discuss with him. Vertex to get quotes for cleaning.

Need to determine if anything needs to be done regarding water-sewer service. Need to switch electric service (National Grid).

Need to arrange with post office to move Town Hall mailbox - possibly next to library? Need a drop box for tax payments and payroll for treasurer-collectors office. May need a permanent drop box outside the building after renovation is completed. Could we get a permanent one that could be used during construction at the church and then relocated after construction is completed?

Storage trailers for temporary storage can be rented from Wakefield Movers. Want one for records and one for other items that likely don't need access. Two 40-foot ground boxes might be sufficient. Will be located somewhere in DPW yard. There is some shelving in town hall now that perhaps could be used in one of the storage containers for records access. One container will have records that may need access (shelves?). The other trailer will not need to be accessed during construction.

Fire alarm system for office space - Building inspector and Fire chief need to review. Need certificate of occupancy before moving in. What about fire extinguishers?

3. Construction Update:

Town has signed contract with GC (Pezzuco Construction). Town attorney needs to sign off. Performance bond has been posted. A pre-construction meeting with Pezzuco is tentatively scheduled for June 5th. Doug will arrange this meeting and will provide Kelly with agenda items for this meeting.

DPW can erect a sign at School and Warren Street once the street is closed for construction.

There is a safe inside the Treasurer/Collector's office that can't be moved until the demo has begun. We need the GC to notify the town once the demo has progressed so the person who purchased the safe can come and move it out.

Weekly construction meetings – Blythe suggested that one of the committee members attend on a regular basis. Michelle volunteered to do this. Vertex offered to arrange them for either Monday afternoons or Fridays. MKA consultants (structural, mechanical, etc.) will be available when needed.

Mike asked if it would possible for him to call in to the weekly meetings.

4. Clerk of the Works:

Bryan Fors from Vertex will be the Clerk of the Works. We initially budgeted for a part-time clerk of the works. We voted to change to a full-time clerk. Blythe requested Bryan provide a resume for the committee to review. He will be taking pictures during construction that can be posted on a blog so we can show progress during construction.

5. United Parish Parking Lot Update:

Church's attorney had some issues regarding maintenance of the parking lot, which have been resolved. The current agreement calls for a 20-year term followed by three 10-year renewal periods. Church wants to change terms to include option to not renew and add a "material hardship clause". Blythe is meeting with BoS next week to discuss latest terms. The committee recommended an initial lease period of 30 years and two 10-year options.

E: Next Meeting

Jun 5 10am Pre-construction Meeting with General Contractor, Vertex, and MKA

F: Meeting Adjourned

The meeting was adjourned at 10:30 am without objection.

Submitted by Steve Rakitin, Secretary