

Town Hall Building Committee Meeting Minutes

Town of Upton



Massachusetts

Date: July 11, 2013

Meeting Location: Fire Station

A: Call to Order

The meeting was called to order at 7:05 pm

B: In Attendance

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

- Blythe Robinson, Town Manager

C: Summary of Action Items

Previous Action Items:

1. Need to provide Pezzuco with list of e-mails of those people who need access to documents.

D: Discussion Items

Town Hall relocation:

Town Hall employees completed the move to Holy Angel's. During the meeting, the Committee reviewed the expenses paid and compared it to the budget. Total expenses thus far are \$20,697.16. This is 14% under the original budget of \$24,650. Please note, the Annual Town Meeting appropriation budget shows \$30,000 budget for Temporary Town Hall fit up. Please find attached to the minutes the budget numbers reviewed during the meeting.

It was moved and seconded to process the remaining payments for the relocation of Town Hall. Motion was approved by majority of Committee.

Discussion was held regarding future invoices and payments for the Temporary Town Hall. It was discussed how rent and utilities for the Temporary Town Hall are in the overall budget for project.

It was moved and seconded to authorize Kelly, Chairperson of UTHBC, to make rental and utility payments according to the lease and budget in a timely manner. Copies of all payments would be reviewed at next Committee meeting. Motion was approved by majority of the Committee.

Records in Town Vault in Town Clerk's office has been moved and organized to Wakefield Storage in Rowley MA.

Wrap up of Design Development and Construction Documents phase

Kelly presented the invoices from MKA and Vertex through May 25th. These invoices represented the final payments for DD and CD phase of the project.

It was moved and seconded to approve the amount of \$9194.62 to MKA and 4438.75 to Vertex. Motion was approved by the majority of the Committee.

The remaining balance of the original \$398,000 appropriation currently stands at \$56,508.25. This balance will remain separate from the construction appropriate for the project. It was determined these funds could be re-appropriated to the overall budget in the future if needed. Please see attached spreadsheet for budget and expenditures from this phase.

Vertex and MKA Contract Amendments for Construction phase

As the contracts for MKA and Vertex were being developed for the construction phase, it was determined there was a cut to the A/E services (MKA) in the overall budget at some point in the process. This represents MKA is budgeted for only 4 hours per week during the construction phase. Blythe, Town Manager and Kelly met with Wendall and Doug from MKA and Jon from Vertex to determine a plan of action. We recognized the fact MKA would be need more than 4 hours each week. It was determined to recommend a MKA contract amendment based on 12 hours per week to the Selectmen.

It was moved and seconded to recommend the MKA contract amendment be approved and signed by the Selectmen. Motion was approved by the majority of the Committee.

Blythe advised the Committee that she is still working out the final details of the Vertex contract amendment. At this point, Jon is advising we would not have a full time clerk of the works with the cut to his budget to support the MKA contract amendment. Blythe is working with legal counsel to determine the language in the contract to pay Vertex the contracted amount and IF funds are available as the project moves forward, the Committee would review and make a determination to pay additional funds. At any time, the Committee could determine we need a clerk of the works full time and appropriate the necessary funds from the contingency of the budget.

Meeting minutes:

Meeting minutes of May 29 and June 5th were reviewed. Approved by majority.

It was discussed how MKA does up construction meeting minutes after the construction meeting. It was determined Kelly would forward these to the committee once they are received for review.

General Contractor payments

Kelly showed the Committee the Application for payment #1 from Pezzuco.

Committee discussed how future payments should be made. It was explained how the General Contractor Pezzuco would be looking for payments and the process that is followed. The GC submits an application for payment to MKA. MKA reviews and approves it and forwards it to Kelly (Chairperson of Committee) and a copy to Vertex. Vertex reviews it for payment and sends a recommendation to Kelly. It was determined that many people are reviewing these application for payments, thus once Kelly receives all approvals, a voucher for payment can be submitted. Kelly will be sending out copies of the requests to the committee members and reviewed at next committee meeting.

It was moved and seconded to authorize payment of \$43,700 to Pezzuco Construction for application for payment one. Motion was approved by the majority of the board.

It was moved and seconded for Kelly, Chairperson of the UTHBC, to process vouchers for payments to the General Contractor in a timely manner once all reviews and approvals had been made. Motion was approved by majority of Committee

Change Orders Authorization

Committee discussed how change orders are reviewed at construction meetings. At times, there is a need to approve these changes in a timely manner to save time and money. It was discussed that Michelle and/or Kelly should have the authorization to make these changes before the Committee would have to be involved. Please note any changes would be brought to the Committee at their next meeting.

It was moved and seconded to authorize Michelle and/or Kelly to approve change orders up to \$10,000 in order to keep the project moving efficiently.

E: Next Meeting

To update the rest of the Committee, a meeting will be posted for Thursday, July 18 at 8:00 am

Next Construction meeting will be on Monday, July 22 at 1:00 pm

F: Meeting Adjourned

The meeting was adjourned at 8:25 pm without objection.

Submitted by Kelly McElreath, Chairperson