

Town of Upton



Massachusetts

Date: July 18, 2013

Meeting Location: Fire Station

A: Call to Order

The meeting was called to order at 8:03am

B: In Attendance

- Kelly McElreath, Chairperson
- Michelle Goodwin, Committee Member
- Steve Rakitin, Secretary
- Mike Howell, Committee Member
- Blythe Robinson, Town Manager

C: Summary of Action Items

New Action Items:

1. Requested

Previous Action Items:

1. Need to provide Pezzuco list of names and email addresses for access to construction documents. **DONE.**
2. Vertex will do a door inventory to make sure every door has a new lock including main door upstairs.

D: Discussion Items

1. Committee Business:

a. Town Hall Temporary Re-location and Fit Up Expenses

We reviewed the expenses associated with the fit up of the temporary town hall space. Custom Alarm – recommended that the town should upgrade fire alarm. Fire chief believes current alarm is adequate. While some expenses were slightly over budget, other expenses were less than budget so overall, the fit up costs are about 14% less than budget so far.

Upgrade to the boiler may be needed. This was not a planned expense. Also, Bryan Fors our Clerk of the works from Vertex is using the Choir Loft for an office. This also was not in the agreement with the diocese. We are not expecting any additional cost for this given the extensive repairs and improvements we have made so far.

b. Bills to approve:

Application for payment from Pezzuco for bond of \$43.7 k was approved and paid.

c. Meeting minutes:

We reviewed minutes of May 29 and June 5. Minutes were approved unanimously. We reviewed minutes from July 11. Minutes approved by majority.

2. Wrap-up of Design and Development Phase

There is about \$56k left from the \$398k. The committee will hold onto these funds until the end of the project. Hopefully, the committee will be able to return a small amount to the CPC.

3. Parking Issue

Negotiations with United Parish Church have been ended due to the church's insistence on a short term (20 years) agreement. The original agreement would have been for 50 years. The BoS has decided to seek alternate parking locations and will be sending out an RFP soon.

4. MKA - Vertex Funding

The original amount budgeted for MKA during construction was 4 hours per week. This was an oversight on MKA's part. Kelly discussed this with Wendell and Doug and agreed to increase Doug's time to 12 hours per week. MKA agreed to renegotiate their fee. At the same time, Vertex will also reducing their fee a bit. Blythe is preparing an amendment to the MKA and Vertex contracts to be presented to BoS. We agreed that the Vertex clerk of works (Bryan Fors) may not be on-site full time every week.

A motion was made and seconded to recommend Vertex contract amendment to BoS for approval. Approved unanimously.

5. Construction Bond

Blythe has a conference call with the bond-rating agency on Aug 6. The bond sale is schedule for Aug 15. To be approved by BoS at the Aug 22 meeting. Interest rate is projected at 3.5% - a full point higher than what was presented at TM.

First 6 month interest payment will be due in the fall. We need to ask CPC to start funding this in the fall. First principal payment will be due Jan 2015.

6. Construction Meetings

We met with Dan Valcourt and Tony Pererria from Pezzuco Construction.. MKA and Vertex prepared an agenda for this meeting. The items listed below are from that agenda.

a. Construction Schedule

The committee is still awaiting a detailed construction schedule from Pezzuco.

b. Construction Meeting Minutes

Construction meeting minutes are being prepared by MKA, reviewed by Vertex and submitted to the committee.

7. Other business

The committee will plan to give the BoS an update on the project at the Sept 24 meeting.

E: Next Meeting

Next committee meeting scheduled for Jul 29th @ 7pm

F: Meeting Adjourned

The meeting was adjourned at 9 am without objection.

Submitted by Steve Rakitin, Secretary