

## Town Hall Building Committee Minutes

# Town of Upton Massachusetts



**Date: August 27, 2013**

**Location: Temporary Town Hall, lower level, 3 Milford Street**

**A: Meeting called to order at 7:05 p.m.**

- Without objection, Michelle Goodwin stood as acting Secretary.

**B: In Attendance**

- Kelly McElreath, Committee Chair
- Michelle Goodwin, Committee Member
- Tim Tobin, Committee Member
- Blythe Robinson, Town Manager
- Michael Gleason, Milford Daily News

**C: Discussion Items**

- Upon Motion by Michelle Goodwin, unanimous acceptance of meeting minutes of 13 August 2013.
- Blythe update on budget: to balance the construction budget following contract amendments with OPM and architect the following line items were adjusted downward: furnishings, clerk vault, and temporary office fit-up. At this time no contingency funds have been used.
- Following receipt of the geotechnical engineer's report, the architects report, and the OPM's report regarding conditions during lower-level excavation requiring change orders, the Committee voted the following motions:
  - To allow the contractor to remove ledge by recommended means in the quantity of 44 cubic yards, 20 cubic yards of which is covered by contract cost allowance, and the remainder (24 cubic yards) to be billed. Additionally, that boulders within the lower level of the building greater than one (1) cubic yard, requiring splitting for removal, shall be billable and that there are two (2) such boulders to be removed. Therefore, the total amount of material to be removed from the lower level is forty-six (46) cubic yards, twenty-six (26) of which will be billable. The cost of the additional material removal will be billed at \$800 per cubic yard for a total of \$20,800. Motion by Tim Tobin, carried unanimously.
  - To accept the report that ledge on the south side will support the structure, that underpinning requirements will be decreased, that shoring at the rear of the building will no longer be necessary, and that the unearthed well confirmed water table and internal drainage systems will continue to be reviewed for necessity and viability. The net result of these changes will result in a credit to the project in a specific amount yet to be determined. Motion by Michelle Goodwin, carried unanimously.
  - To accept the recommendation of necessity of installation of additional building support before the removal of the old boiler will be feasible. Specifically, the old boiler pieces are encased in a solid concrete block which cannot be broken apart and removed by methods currently in use for the ledge. Jack hammers will be required

and the vibration created will exceed the ability of existing supports to maintain stability. Motion by Tim Tobin, carried unanimously.

- To accept the estimate of four (4) weeks' delay in lower level excavation due to the encountered conditions, revision of timetable for excavation of the lower level, and acknowledge that the contractor has revised the schedule in a manner as to tighten the schedule, eliminating many cushions, in order to maintain the existing completion date. Motion by Michelle Goodwin, carried unanimously.
- In the interest of timeliness of decision-making, to allow the Committee representatives at construction meetings, acting on the aforementioned reports and recommendations for these specific aforementioned issues, to confirm further change decisions as considered full committee approval. Motion by Tim Tobin, carried unanimously.
- Michelle and Kelly shared that bat guano has been confirmed as primarily present in the attic space above the plaster ceiling and in window weight pockets. The contractor has investigated areas that need to be opened during the project with the intention of removing all guano in a single visit from FLI. Limited bat guano exists in other areas to be included in the clean-out. Motion by Tim Tobin to approve change order for removal of bat guano carried unanimously.
- Shop drawings for elevator are now in file share. They can proceed with excavation of elevator as soon as they are ready.
- Blythe provided an update on parking lot development. The Town is posting an RFP for land September 4<sup>th</sup> to be open for 30 days and closing on October 7<sup>th</sup>. The RFP specifies an area of twenty-thousand (20,000) square feet (½ acre) to accommodate twenty (20) spaces. This size is based on residential zoning and not increasing external dimensions of the building. During evaluation of proposals, ½ acre will be considered most advantageous and ¼ acre will be considered advantageous. Further specific details will be included in the RFP. Note: The lot currently owned by the Thompsons is ¼ acre and the lot currently part of the Nelson Street parcel is also ¼ acre. We acknowledge we may get no proposals.

**D: Next Meeting and Other Upcoming Dates**

- Will post for CPC update and bond presentation requiring authorization for January interest payment at their meeting Wednesday, September 4<sup>th</sup> at 7:30 p.m. in the Gathering Room at Nipmuc Regional High School.
- Next committee meeting is Tuesday, September 17<sup>th</sup> at 7 p.m. in the Temporary Town Hall.
- Next update to selectmen is scheduled for Tuesday, September 24<sup>th</sup> at 6 p.m. in the 2<sup>nd</sup> floor Training Room of the Upton Fire Station.

**E: Meeting adjourned at 7:55 p.m.**