

Town Hall Building Committee Minutes

Town of Upton



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Date: September 18, 2013

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

A: Call to Order

The meeting was called to order at 3:05 pm

B: In Attendance

- Kelly McElreath, Committee Chair
- Michelle Goodwin, Committee Member
- Steve Rakitin, Secretary
- Blythe Robinson, Town Manager
- Brian Fors, Vertex

C: Discussion Items

1. Kelly made a motion to approve minutes of Aug 27. Michelle seconded. Approved by majority. (Steve did not vote since he wasn't present at Aug 27th meeting).
2. A motion was made and seconded to approve \$15,413 to remove bat guano from attic and window areas - on recommendation from Vertex... Unanimous.
3. Change orders that have been approved will be covered by contingency (\$516k).
4. Pezzuco found that some of the doors that were in the plans were not correct - need to be type 11 doors not type 12 doors. From discussion with Brian, it appears that there likely was a typo between the door schedule and the plans – type 12 doors are: existing to remain and type 11 doors are a hollow metal door. Pezzuco noted that several doors listed as type 12 should in fact be changed to type 11, which means the cost was not included in the contract. Cost to correct this estimated at \$10k.
5. Motion was made and seconded to approve change request to correct error in doors as noted above and per recommendation from Vertex - estimated cost is \$10k.
6. Tomorrow (Sept 19th) a meeting is scheduled with MKA, Vertex, and Pezzuco to come to agreement on the interior brick walls – repair or replace. The committee discussed this with Brian. The cost to replace the walls is about \$5k less than repairing the brick and would be preferable from a structural perspective.
7. Motion was made and seconded to allow Pezzuco to either repair or replace two interior load bearing brick walls (based on the outcome of tomorrow's engineering meeting) if the cost impact is <\$10k. If over \$10k, committee will need to reapprove.

D: Next Meeting and Other Upcoming Dates

- Meeting with BoS postponed to Oct 1 – Kelly to use shorter version of CPC presentation along with current pictures.
- Next committee meeting planned for Oct 1 just prior to BoS meeting (5:30-ish)
- Special Town Meeting on Nov 19th - CPC will vote to approve first loan payment.

E: Meeting Adjourned

Meeting was adjourned at **3:55 pm**

Respectfully submitted

Steven Rakitin
Secretary