

Town Hall Building Committee Minutes

Town of Upton



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**Date: October 29, 2013**

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

**A: Call to Order**

The meeting was called to order at 7:05 pm

**B: In Attendance**

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

**C: Discussion Items**

**Update on construction and change requests:**

1. Application 5 approved for payment.
2. So far \$26,575 has been used from contingency. There is an additional \$60k of change requests in the pipeline. Now that the front steps are removed, Pezucco noted that there was no wall behind the steps. A change order will be coming to add this... Also, the last remaining area to be excavated on the lower level (Cable TV Room) appears to have an additional 2-3 yards of ledge.
3. The committee needs to schedule meetings to discuss furnishings and other topics such as door locks, etc. Kelly and Blythe will make a list of these topics. Regarding furnishings, money was included in the budget (\$16k) for a consultant to help design furnishings. Another option would be to issue an RFP or we could use a state contract firm and use their design resource for this. Blythe to talk with MKA about working with furniture vendors who could do this for free.
4. Schedule update. Pezucco has pushed Certificate of Occupancy date to Sept 5, 2014.
5. Interior signage... Kelly is getting a quote.
6. T&M for boiler removal still pending... And 2-3 more yards of ledge in the CCTV room excavation.
7. Structural steel is to be installed next week.

**Other business:**

Blythe told the committee that no proposals for parking have been received in response to the RFP. One suggestion discussed was to keep Warren Street permanently closed and use the space for additional parking. We will ask MKA to look into this option. The closing of Warren Street seems to have improved traffic flow at the intersection. The Police and Fire Chiefs have both said this would not be a concern.

**Committee Actions:**

1. Motion was made and seconded to approve meeting minutes from October 1 and October 15, 2013. Approved by unanimous vote.

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

- Next committee meeting tentatively planned for Nov 12th
- Special Town Meeting on Nov 19th - CPC will vote to approve first loan payment.

**E: Meeting Adjourned**

Meeting adjourned at **7:55 pm**

Respectfully submitted

Steven Rakitin  
Secretary