

Town Hall Building Committee Minutes

Town of Upton



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*Date: January 9, 2014*

*Location: Fire Station, Church Street*

**A: Call to Order**

Having a quorum, the meeting was called to order at 8:03am

**B: In Attendance**

- Kelly McElreath, Committee Chair
- Steve Rakitin, Secretary
- Mike Howell, Committee Member (left at 9:10am)
- Tim Tobin, Committee Member
  
- Blythe Robinson, Town Manager
- Bryan Fors, Vertex
- Doug Manley, MKA
- Jason Boutet, Valley Communication Systems

**C: New Action Items**

1. **Blythe:** Check with our IT consultant to determine if we have available ports on our existing network switch and if not, if we added a security switch, could it be powered by the existing UPS when there is a power outage.
2. **Blythe, Doug, Bryan:** Prepare a list of the kinds of security cameras and access controls we discussed and send them, along with door schedule and floor plans to Jason at Valley Communications. Blythe to identify the state contract numbers for this work – security systems and wiring – and provide to Valley.
3. **Bryan:** review two basketball hoops discussed at the meeting and make recommendation based on ability to match distance from wall to court.
4. **Blythe:** follow up with DPW and Selectmen to determine whether to permanently close Warren Street from Nelson to Main Street.
5. **Blythe:** at Steve Kirby's suggestion, the town should look into getting an HVAC maintenance contract (possibly for more than just Town Hall) as well as an elevator maintenance contract.

**D: Discussion Items**

**1. Discussion of building security and A/V needs:**

Jason Boutet from Valley Communications was invited to discuss security systems.

Jason described their systems as network-centric, which means the security cameras and door locks are powered over Ethernet (POE). These devices would connect to a security switch, which would be located in the IT server rack.

We need to check with our IT consultant to determine if we have available ports on our existing network switch and if not, if we added a security switch, could it be powered by the existing UPS when there is a power outage.

We had a long discussion on what the committee would like to try to do regarding building security, including:

- Security camera on every entrance/egress door
- Security cameras on areas where cash is handled and where vandalism has occurred in the past (i/e., bathrooms)
- Exterior security cameras monitoring the rear of the building (HVAC and generator area) and on the Warren Street side of the building.

For access control, we discussed what we might like to do for each of the 6 doors.

- For the two doors at the rear of the building behind the stage and the new door to be added on the south side of the building – these three doors would have crash bars for emergency exits. We also would like door status monitors (so we know when a door is not closed) and alarms when they are opened. These doors would also have key access to be used only by the Fire Dept.
- For the main entrance, the ramp entrance, and the Warren Street entrance, we would need a card/fob reader, door contact, motion detector and exit pushbutton
- We would also need blank access cards and equipment needed to issue new cards to employees, and cancel old cards.

The system Jason described is very flexible and can be controlled from an existing office computer. For example, the doors can be programmed to automatically open and lock based on normal business hours and in the event there is a meeting / event in off-hours.

Valley Communications can provide the equipment, install the necessary wiring and install the equipment. Their products are on the state contract (we need to get the specific contract numbers for this). This work would not go out to bid and Vertex would need to coordinate any wiring and installation work with Pezucco.

We had a brief discussion regarding A/V equipment for the main hall and Little Town Hall. Jason said that this is a bit out of his area of expertise and he could bring an A/V specialist to the next meeting.

The committee agreed that we should request Valley Communications provide us with an itemized list of what we discussed (doors and security cameras) and that once we had a chance to review the costs, we would make some decisions. Funding for this would have to come from the contingency.

Jason requested that we provide him with the door schedule and general floor plans as well as a list of our desires regarding security cameras and access controls. Once he receives this, he can review them and respond with an itemized list as we discussed.

We tentatively set January 29<sup>th</sup> as a date for Jason and an A/V expert to return to discuss the itemized list.

## **2. Basketball Nets**

Steve reviewed information from a local company called Top Hoops on basketball nets. We agreed that if the nets can't be folded up when not in use, that would not be a problem and also, we don't need the hoops to be adjustable height-wise. Two choices from Top Hoops were provided to Bryan to review so that the walls can be blocked appropriately to support the weight (approx. 400-500 lbs). The cost for the hoops is between \$1,700 and \$2,300 each depending on the model selected.

Both models have an acrylic backboard and are 60 inches wide.

Bryan will review both choices to see if they can accommodate the distance from the back wall to court.

## **3. Permanently closing Warren Street**

Both the Police and Fire chiefs are in favor of permanently closing Warren Street from Nelson to Main Street after the construction is completed. They cite improved traffic flow at the intersection – which can be hazardous.

If the Selectmen agree to do this, we could re-align parking alongside the building to be head-in rather than parallel. Blythe to follow-up on this and determine if there would be any issues like snow removal, etc.

## **4. Pezzuco Agreement**

At the last construction meeting, it was agreed that the drop-dead date is Sept 5, 2014. All parties agreed to extend to agreement by 33 days (for all past and future change orders) with no further extensions due to change orders that are initiated by Pezzuco.

This agreement will be in a new change order.

## **5. Other business:**

- Blythe, Kelly and Sandy are working with office furniture suppliers.
- The question about whether BVT can build the display cabinet off-site project should be resolved within a week.
- Signage - waiting for info on vendor recommended by Pezzuco
- A member of the Upton Historical society found what appears to be a newspaper account of the original 1884 town hall dedication.
- Walter Hopkins Plumbing Inspector has inspected the sub-floor plumbing on the ground level and is okay with what he saw.

## **6. Committee Actions:**

By unanimous vote, the committee approved Meeting minutes of Nov 21, 2013.

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

- Next committee meeting planned for Jan 16 @ 8am Fire Station
- Valley Communications presentation planned for Jan 29

**E: Meeting Adjourned**

Meeting adjourned at **9:35am**

Respectfully submitted

Steven Rakitin  
Secretary