

Town Hall Building Committee Minutes

Town of Upton



Massachusetts

Date: February 11, 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
- Tim Tobin, Committee Member (left at 8:45am)
- Michelle Goodwin, Committee Member (left at 9:45am – quorum lost)

- Blythe Robinson - Town Manager
- Steve Kirby and Bryan Fors - Vertex
- Ryan Foster - MKA
- Jason Boutet and Jay ? - Valley Communication Systems (arrived at 9:15am)

C: Action Items

1. **Ryan (MKA)** – provide dimensional floor plans to Kelly for furniture vendor.
2. **Ryan (MKA)** – provide door schedule and data sheets to Valley Communications to review what door hardware is included in contract and to determine if ramp door hardware is compatible with proposed security system controls.
3. **Blythe** – check with IT consultant to see if existing server can handle a 4 terabyte hard drive to be used to record video from security cameras.
4. **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. Security System Discussion:

We reviewed proposal from Valley Communications for access control and security cameras. After much discussion, the committee agreed to make the following changes to the proposal:

- Provide wiring only for exterior 180-degree camera and eliminate the camera (\$2,600).

- Ground floor: install three cameras (hallways and end of ramp). Asked for quote for motion detector, alarm and panic button for Treasurer/Collectors office.
- Second floor: install one camera in Code Enforcement office (facing transaction counter) and wiring only in the corridor
- First floor: install 180-degree camera in main hall, install camera near Town Clerks office and wiring only for two rear doors and front entrance.
- Increase number of access cards from 50 to 100.
- Install door strikes on front door and ramp and warren street entrance.
- Eliminate door strike on Warren Street entrance – will use keyed lock
- Add door propped open local alarm at four doors (two rear and both side doors).

The committee requested that MKA provide a door schedule and data sheets so we can review hardware on each door.

The committee requested that Valley Communications provide the revised quote with the changes above along with a marked up door schedule so we can see exactly where cameras would be located and door hardware.

We need to review door schedule data sheets to see what door hardware is already included in ramp door if it is compatible with Valley Communication proposed system... Ryan to provide to Valley.

Need to check that current server can handle additional hard drive for video from cameras... Blythe to check with IT.

Glenn Fowler from UCTV arrived to review a proposed quote for A/V equipment with Jay from Valley Communications.

2. Other business:

- The committee reviewed the change order log as of Feb 10 as submitted by Vertex.
 - Total Changes orders approved to date: \$107,032.
 - Total pending: \$142,199 (Vertex indicated this number may be significantly lower)
 - Total Anticipated: \$97,000
- Furniture - Blythe, Sandy and Kelly met with furniture vendor. Next meeting is Feb 20. Furniture vendor will need dimension floor plan (from MKA) in order to ensure furniture will fit. Also electricians will need to know furniture locations for purpose of locating outlets etc.

3. Committee Actions:

By unanimous vote, the committee approved Meeting minutes of January 9, 2014.

D: Next Meeting and Other Upcoming Dates

- Next committee meeting tentatively planned for Feb 20 @ 8am Fire Station

E: Meeting Adjourned

Having lost quorum, the meeting adjourned at **9:45am**

Respectfully submitted

Steven Rakitin
Secretary