

Town Hall Building Committee Minutes

Town of Upton



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**Date: February 20, 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
- Michelle Goodwin, Committee Member
  
- Blythe Robinson - Town Manager
- Steve Kirby and Bryan Fors - Vertex

**C: Action Items**

1. **Blythe** – arrange meeting with Martin (our IT consultant) and Jason Boutet from Valley Communications regarding whether our existing server meets their requirements.
2. **Blythe** – ask Jason Boutet from Valley Communications for a marked up door schedule showing all equipment they will provide for security.
3. **Blythe** – contact Charter to start the planning for moving cable/internet service back.
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. **Revised Valley Communications Proposal:**
  - We discussed the revised Valley Communications proposal. Revised proposal still includes a new server but also includes alarming for Treasurer/Collector's office. The revised proposal is about \$1,500 over budgeted amount. The Police Chief indicated he would like to have an exterior camera on parking lot. This camera was removed, but the wiring for it is in the proposal. Camera can be added later.
  - Martin (our IT consultant) needs to talk to Jason Boutet from Valley Communications about the server. Blythe will try to arrange a meeting with Martin and Jason.

- Glenn is still reviewing the revised proposal. We may be able to use some funds from the Cable budget for some A/V equipment.
- Still waiting on Jason to provide a marked up door schedule showing location of all cameras, door strikes, etc. Blythe will ask again.

## 2. **Other business:**

- The committee had a lengthy discussion on the current state of how the project communication and coordination is working. There are frustrations with both Pezzuco and MKA. Issues are taking too long to get resolved. As a result, the committee decided that we would like to start weekly construction meetings.
- Electricians need to rough in T1 line for Kelly's state computer line. Need to get Verizon involved to make sure we have the right information.
- Charter needs to start planning for moving back - Blythe to follow up...
- We reviewed the updated change order log. Some of the open times may come in less than estimated.
- BVT decided they won't be able to build the display cabinet...
- Start creating a list of things we might need to look for outside sourcing...

## 3. **Committee Actions:**

By unanimous vote, the committee approved Meeting minutes of February 11, 2014.

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

Next committee meeting tentatively planned for Feb 27 @ 8am Fire Station

### **E: Meeting Adjourned**

The meeting adjourned at **9:20am** without objection.

Respectfully submitted

Steven Rakitin  
Secretary