

Town Hall Building Committee Minutes

Town of Upton



Massachusetts

Date: March 20, 2014

Location: Fire Station, Church Street

A: Call to Order

The meeting was called to order at 8:05am

B: In Attendance

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

C: Discussion Items

1. Project Status Update:

Vertex distributed Project Status Update 17 Feb 2014. Included are some recent photos of the ground floor, mechanicals, and sprinkler piping...

The Committee reviewed the Change Order Log dated 3/19/14, prepared by Vertex.

- Total approved change orders \$172,114
- Total pending change orders \$124,142
- Total expected change orders \$63,550

CR 29 pertains to replacing asbestos water pipe running up Warren Street. This would be the water connection for the building. It is not clear if the town or the project should pay for this upgrade.

- DPW has a quote for pipe - negotiating with Pezzuco/Prescott...
- Might be an article on TM warrant to fund pipe replacement. DPW could be responsible for removing asbestos pipe...

Vertex estimated the ground floor cost about \$100k over plan and added 30 days to project.

2. Budget Update:

Temporary office rent and fit up line item is over budget because of the high cost of oil (it was running \$1,000/month) and the need for an additional month of rent.

Valley Communications - haven't received marked up door schedule. Need to get this to see where we stand with overlap on hardware. We have included additional wiring for cameras, etc.

Charter came in to determine where the cable drop will enter the building in from the street. Funds from the town cable budget can be used for some video equipment in little town hall.

A/E services and OPM budget line item - We discussed possibly using some contingency funds for Vertex given the effort they have put in and the cost savings they have helped to identify. This would also cover an extra month of work due to the extended schedule.

Furnishings - Sandy has been working on all of the furnishings, carpeting, and window treatments... Met with each department to work out details of furniture and electrical layout to assure everything will fit.

Currently the Building Commissioner's office, Planning and Conservation Committee area in Little Town Hall has carpet over hardwood floor. We may want to change this, refinish the floor and add area rugs. Vertex has asked MKA about this...

Temp office fit up line item will be over budget, but we included purchase of the VOIP phones, which will be used for town hall offices. We also included backup power, which will remain.

Parking lot – the BoS have decided to take no action on closing Warren Street.

April 2 CPC and Historical Commission will be touring town hall...

Completion date is currently scheduled for Sept 5th.

3. Other Committee Business:

Minutes of Feb 20 meeting was approved by unanimous vote of those who attended.

D: Next Meeting and Other Upcoming Dates

- Next committee meeting tentatively planned for April 2 7:30pm @ 8am Temp Town Hall
-

E: Meeting Adjourned

Upon unanimous vote, the meeting was adjourned at **9:07am**

Respectfully submitted

Steven Rakitin
Secretary