

Town Hall Building Committee Minutes

Town of Upton



Massachusetts

Date: April 8, 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 (left at 9:20)
- Mike Howell, Committee Member
- Steve Rakitin, Committee Secretary
- Blythe Robinson - Town Manager (left at 9:00)
- Steve Kirby and Bryan Fors - Vertex

C: Discussion Items

1. Project Status Update:

Vertex presented an updated change order status dated April 6, 2014.

Approved changes	\$186,405
Pending change orders	\$100,905
Potential change orders	\$ 71,450

The contingency balance with all change orders included is at \$126,390

Warren Street Entrance Roof

The committee had a lengthy discussion regarding the roof on the Warren Street entrance. This area has always been an issue in the winter with snow and ice. The roof is being reconfigured from a shed roof to a peaked roof. We discussed whether fiberglass shingles and ice melt wires would be effective or whether we should consider an aluminum roof for this area.

We decided to have Vertex ask MKA about cost for changing roof on Warren Street entrance from shingle to metal (aluminum).

Water Main on Warren Street

Water main running down Warren Street is old asbestos cement pipe. The DPW would prefer to replace a section of that main on Warren Street before the street is repaved as part of the renovation project.

The Enterprise Fund is for replacement and removal of asbestos lined pipe. Rough cost is \$1million per mile. Estimate is about \$44k to replace the section on Warren Street where parking area would be. This would prevent having to rip up the parking area after it is paved.

There will be an article for this work included in the warrant for the ATM. DPW or BOS should present this article at ATM May 8.

Signage

Vertex is still looking at signage and we are estimating the cost for signage is about \$8k and includes installation.

Flooring on Main Level

It was discovered that the existing hardwood floor under the main hallway was plywood not hardwood as MKA thought. Also, different hardwood used in Selectman's office...

Town Clerk's office has hardwood flooring that was damaged during the demolition by Pezucco. They are on the hook to repair or replace. Also, the office has some face nailing that was needed for squeaking.

The committee discussed options related to replacing/repairing the flooring. We asked Vertex for estimates to repair and replace so we can compare costs. Want to try to preserve historic flooring if possible...

Vertex to discuss the following with Pezucco:

- Kelly's office repair or replace with maple. Pezucco responsible for repairing this floor.
- Denise's office remove existing floor and replace with new red oak hardwood to match corridor laid in same direction...
- Corridor to admin suite - replace corridor floor with red oak hardwood. Flooring in offices in suite to be refinished as in contract...
- \$7k for corridor for red oak. Ask for a price for maple. Maple is used in office area now...

Stage

We discussed replacing the trough at the edge of the stage. Vertex suggested covering it with wood at an estimated cost of about \$1,200. There doesn't appear to be any historic significance. The existing wiring in the trough needs to be removed as well.

We discussed the curtain. Per the contract, it is supposed to be cleaned. The color is an issue. We discussed not having the existing curtain re-hung and possibly using other funding sources to replace it and the rigging after the project is completed.

It was moved and seconded that we agree to not have the old curtain installed, that we ask for a credit for not having the curtain cleaned and direct Pezucco to dispose of the old rigging. Approved by unanimous vote of the committee.

Other Topics

Michelle mentioned that her Girl Scout Brownie troop has raised \$160 they would like to use for a town beautification project. One option is to plant a tree on the sw corner of the TH. Another option is to use funds for landscaping around the TH since that is not covered under project. Third option is plantings in front of the new playground.

We discussed possibly having planters for front steps that could be maintained by Woman's Club. The Girl Scouts would fund the initial cost and Woman's Club would maintain. Michelle to discuss with Woman's Club.

Insulation in Walls

Early on, we made the decision to not insulate the walls and focus on insulating the roof. MKA determined insulating walls was not advisable given the design of building. Opted instead to insulate entire roof. Not cost effective to insulate walls due to different materials, plaster, etc. Payback is \$12k per year and MacRitchie agreed.

Asst building inspector questioned why not insulated. Will forward information from MKA

Fire Alarm Box

New master alarm box will replace existing mechanical box. MacRitchie will talk to fire chief to discuss technical and operational needs

Marked up Door Schedule from Valley

Bryan spoke with Valley Communications (Jason's boss) - still waiting on marked up door schedule.

2. Budget Update:

Temp office fit up and utilities is an on-going issue.

Vertex costs will need to be addressed.

Utility back charges may be higher than expected especially for Verizon and Charter. Verizon says we may need a new pole in sw corner. Underground entrance for all utilities. No wires attached to building. Fire alarm box wiring will also be underground.

3. Other Committee Business:

Review minutes of January 29 and March 20 were approved by majority vote.

D: Next Meeting and Other Upcoming Dates

- Next committee meeting tentatively planned for next week?

E: Meeting Adjourned

Upon unanimous vote, the meeting was adjourned at **9:55 am**

Respectfully submitted

Steven Rakitin
Secretary