

Town Hall Building Committee Minutes

Town of Upton



Massachusetts

Date: May 8, 2014

Location: Fire Station, Church Street

A: Call to Order

The meeting was called to order at 8:00am

B: In Attendance

- Kelly McElreath, Committee Chair
- Michelle Goodwin, Committee Member
- Mike Howell, Committee Member
- Steve Rakitin, Committee Secretary
- Blythe Robinson - Town Manager
- Steve Kirby and Bryan Fors – Vertex
- Doug Manley – MKA
- Fire Chief Goodale – attended for part of the meeting

C: Discussion Items

1. Project Status Update:

Signage Proposal from SignsPlus – Proposal includes a total of 16 interior signs including two large directories and two utility signs. Two exterior signs directing handicapped persons to handicap entrance are required for code compliance.

Directories are 24x34 and include a layout of building floor plan and location of offices – would be located on lower level (elevator wall) and first floor (administrative side). Levels will be designated as Ground, First, and Second floor. The elevator will have a level for the “mezzanine level” (administrative offices). Need to make sure these designations are communicated to the elevator supplier. Signage will be about \$8k including installation. Budgeted amount was \$4k. MKA to review code to confirm one exterior handicap sign can be eliminated.

Water incident - insurance claim filed and approved. \$19.5k will be received. Vertex working with Pezzuco to lower the amount to cover the deductible amount \$5k.

Cabinets in staff room - Sandy and Kelly found cabinets at Lowes for \$2.6k. We will ask Pezzuco for a CR to install them. Vertex hoping total cost including cabinets and installation will be \$6k.

Kelly will order Basketball hoops next week...

Furniture total is \$139,710 including chairs, desks, and conference tables. 6 existing wooden chairs are being refinished to match new furniture for a cost of \$1,200. Any existing furniture that is not going to

Town Hall will either be sent to other depts or put up to auction.

Standard display cases for \$800 will be installed along ramp instead of custom built one. Junction box the lighting for future use.

Stage trough needs to be covered up. Pezzuco estimate is \$2,014 to cover with wood and paint.

Flooring - \$7600 to replace hardwood (white oak) where it is missing. Upgrade to maple adds \$4k. Includes demo of existing flooring. It would be limited to hallway. Could be \$2,500 for corridor...

Security - costs for interior security cameras should be going down a bit. Discussion about monitors in meeting room in little town hall. Are there 2 or 3? Vertex to follow-up with Glenn Fowler and BoS.

Master Box - electronic master box has ability to have zones within the building... \$1,650 new as compared to \$4k to refurb existing mechanical box. Chief Goodale said the box could be located in the vestibule on the north entrance (Warren Street) with a supervisory connection to the fire alarm panel in the electrical room... Vertex will need to investigate this further and get some cost info. We should be getting a credit for \$4k for not refurbishing the existing mechanical box. We eventually need to create a narrative for handling alarms. This would be created by MacRitchie, Fire Chief and the alarm installer... Vertex/MKA to review contract docs to confirm the extent of refurbishment. Vertex suggested calling a meeting with all parties to discuss this issue.

We discussed possibly removing a sprinkler head in the vestibule area to the front door. Chief said sprinkler head should not be outside... Need to review with Pat Roche.

2. **Budget Update**

Vertex presented the Status of Change Requests

- A total of \$183k CRs approved with \$82k pending
- Potential CRs total \$108k
- Contingency balance \$111k

3. **Other Committee Business:**

Motion made and seconded to approve Building Committee Minutes for April 8 2914 - approved by unanimous vote

Motion made and seconded to approve CR #56 not to exceed \$39,160 concrete work on foundation south wall. Approved unanimously.

Motion made and seconded to approve CR # 29 not to exceed \$18,810 pending annual town meeting approval of article to repair town water line on Warren Street.

D: Next Meeting and Other Upcoming Dates

- Next committee meeting not scheduled as yet...

E: Meeting Adjourned

Upon unanimous vote, the meeting was adjourned at **9:30 am**

Respectfully submitted

Steven Rakitin
Secretary