

Town of Upton



Massachusetts

Date: May 22, 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
- Steve Rakitin, Committee Secretary
- Blythe Robinson - Town Manager
- Steve Kirby and Bryan Fors – Vertex
- Doug Manley – MKA

C: Discussion Items

1. Project Status Update:

- The committee will provide an update to the BoS at their June 3rd meeting. Also, at the next BoS meeting, Al Byrne, from the Mendon-Upton Travel Basketball and Nipmuc Youth Basketball will be donating \$1,000 to the project...
- Basketball hoops: \$4,190, have been ordered - will be delivered in about a week
- Countertops and cabinets: for the staff room was delivered. Pezzuco will hang the cabinets and install countertops.
- High-density storage: two companies have come out and measured for space, pricing.
- Security Review:

Valley Communications, Energy Electric, and Pezzuco had a meeting to review security. Key card readers at will be installed at the Main Entrance, ramp door, and Warren Street entrance. Key access provided for all other doors. Key access provided to Treasurer-Collector's office with a silent alarm (to alarm company). Also, there will be a motion detector in Treasurer-Collector's office.

Two back doors behind stage will have a prop-open audible alarm inside building. Three security cameras will be installed on the ground floor. First floor will have two security cameras, and the second floor will have one security camera inside the Code Enforcement office.

Little Town hall will be wired for three TV monitors and three cable TV cameras...
Waiting for a revised quote from Valley Communications. May slightly increase electricians work.

- Master Fire Alarm Box:

We will be installing a new digital fire alarm box.

There was some confusion regarding what was meant by “refurbishment” of the existing box. The electrical sub-contractor seemed to think this meant only painting the box. The Fire Chief meant replacing all of the internal electro-mechanical components.

Pezzuco needs to coordinate with Fire Dept to take existing box off line so it can be opened and inspected. Need to negotiate credit for refurbishment cost.

- Flooring: Up charge for maple hardwood flooring is in question... Need to get pricing resolved with Pezzuco. We have samples of both oak and maple...
- Stenciling: Pezzuco is preparing a paint mock up with stenciling... Will be done on a wall in the Veteran Agents room...
- Foundation wall repair: Came in at \$5,400... Original estimate \$39,000
- CR for Peastone drip edge: submitted to Pezzuco for estimating...
- Stage curtain – Committee has determined it should not go back up, Blythe will confirm this with BoS at their June 3rd meeting.
- Exterior lighting – all lights, including ramp light, will be on photocell and timer.
- Wendell spoke with his contact at Delta Beckwith regarding the elevator. Promised date leaving manufacturer in Ohio is July 11-12. Should arrive on site July 13. MKA would like to have a pre-installation meeting to make sure everything is ready for installation.
- The cost for the repair and cleanup of the water damage from the flushing of hydrants will be covered by the Builder’s risk insurance and the Town’s insurance account.

2. Project schedule update

- Tony requested two-week extension, which was changed to one week by Dan. The committee discussed the schedule issue and requested Vertex/MKA draft a response indicating ways in which the current schedule can be achieved. For example, current schedule has punch list (5 days) and cleaning (5 days) before CO issued. These tasks can be rearranged. We want Vertex to send this response to Pezzuco prior to next construction meeting Tuesday May 27.
- Ribbon cutting is currently scheduled for September 23rd , which means that employees are moved in and the office is fully functional.
- The committee asked Vertex and MKA how much we should budget for Vertex and MKA services in September and October.

3. Change Orders Update: as of May 21

- ATM approved \$25,000 for water main upgrade on Warren Street. This amount can be deducted

from pending amount of \$22,705 (CR 29)

- Security CR 59 rev 1 – Approved and includes all wiring for card readers, alarms at all doors, and security cameras, internal and external (wiring only)
- Can remove CR 57 - related to water damage and insurance claim.

4. **Budget Update**

Vertex presented the Status of Change Requests as of May 21, 2014:

- A total of \$183k CRs approved with \$56k pending
- Potential CRs total \$90k
- Contingency balance \$156k

5. **Other Committee Business:**

- Motion made and seconded to approve meeting minutes of May 8 2014 as amended – approved unanimously.
- Motion made and seconded to approve expenditure for electrical changes due to security changes included in CR 59 rev 1 previously discussed in the amount not to exceed \$3,813- approved unanimously. Note, the Committee is still waiting the cost proposal from Valley Comm removing scope not requested.

D: Next Meeting and Other Upcoming Dates

- Next committee meeting not scheduled but will be in two weeks time.

E: Meeting Adjourned

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

Respectfully submitted

Steven Rakitin
Secretary