

Town Hall Building Committee Minutes

Town of Upton



Massachusetts

Date: June 5, 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 – left at 9:15
- Tim Tobin, Committee Member – left at 9:25
- Steve Rakitin, Committee Secretary
- Blythe Robinson - Town Manager
- Steve Kirby, Bryan Fors, Jon Lemieux – Vertex

C: Discussion Items

1. Project Status Update:

- **Flooring.** Reviewed flooring samples. Committee voted for oak. (see motion below)
- **High-density storage.** Quote from Donnegan Systems is \$22,065. They are on state list. Budget is \$28,000. Office Resources also on state list and will be sending quote. They are providing furniture. Committee voted to go with whichever quote is lower.
- **Countertop.** Town Clerk's transaction counter will use Corian. Kelly, Blythe, Sandy have samples and decide today.
- **Fire Alarm Master Box.** Box has been removed. A new digital panel will be installed. Saved money on trenching since area was already open for conduit. Issue still outstanding is refund for "refurbishment". Specs written by MKA did not specify what "refurbishment" meant. Electrical contractor was going to paint the box and not touch the inside components. Fire chief will use box for parts.
- **Painting.** Mock up of stenciling was done and looks good. Ceiling in main hall will be sky blue. The committee discussed changing the ceiling color for the main hall... Will ask Doug to see if there is a way to view a 3D CAD drawing with the blue color shown.
- **Drip edge.** Peastone drip edge along the perimeter of the building to prevent splashing onto the windows on the lower level... Pezzuco estimate is \$5k. Committee voted NO. Will have just grass...

- **Stage curtain.** Will not be installed. We may consider rehang rigging so we could hang side panels. These panels would be very expensive and could result in the stage area being considered as a theatrical stage which would require compliance with additional regulations.
- **Elevator.** Delta Beckwith is shipping from Ohio on or about July 12 and should arrive by July 15. MKA and Vertex trying to have a pre-installation meeting with Pezzuco and Delta-Beckwith. Pezzuco responsible for arranging for state inspection. Wheelchair lift for stage (also Delta-Beckwith) also needs to be installed and inspected
- **Water service.** Pezzuco's sub will install new main on Warren Street next week.
- **Upton Town Hall sign.** Will be removed and be refurbished. Existing light and flagpole bracket will be removed. Brownstone will be repaired.
- **Sprinkler issue.** Carlisle (sprinkler contractor) and MacRitchie are butting heads. Carlisle wants more sprinkler heads. They own the final design. Carlisle took the original MacRitchie design and put their name on it. Now they are changing the design wanting additional sprinkler heads in Main Hall – which will be significant impact. Fire Dept has agreed to existing design. Meeting on Friday to resolve.
- **Warren Street entrance.** To address winter icing issue, included extra gutters for snow and wiring for future use of electric deicing system.
- **Signage.** Hours of operation signs were not included in signage specs. Need to add two exterior signs in sign package and confirm nomenclature for office locations.

2. Project schedule update

- Schedule - lighting for main hall - large recessed fixtures are coming in July - holding up some ceiling work. Gave them partial submittal, lighting contractor wanted to whole submittal which caused delay...
- If they were to box out for them, can move ahead and patch in without JRJ plasterer. Pezzuco can then handle patching in around fixtures after work is done... Agreed to do this...
- Based on the committee meeting with the BoS on June 3, the official re-dedication ceremony will be held on Tuesday September 23rd. The BoS requested that we plan a separate event for people who have worked in the building – this could be scheduled as the final punch list items are being worked on. Also, Heritage Weekend festivities will be held the weekend after the re-dedication (Sept 27-28) at which time we will plan an open house for the general public.

3. Change Orders Update: as of May 21

Vertex presented the Status of Change Requests as of June 4, 2014:

- A total of \$197k CRs approved with \$55k pending
- Potential CRs total \$80k
- Contingency balance \$152k

We can eliminate CR #73 (Pea stone), CR #62 rev 1 (maple floor), can also reduce cost for CR #74 (roof change)...

4. Budget Update

Jon Lemieux from Vertex discussed the OPM budget. The OPM budget was initially lowered by having the clerk of the works part-time (as recommended by MKA). We chose to have full-time clerk of the works. We expect to need MKA and Vertex for an extra month at least beyond Sept.

Vertex estimated that they are losing about \$110k on this project. Don't need to be on site every day during punch list items. Vertex pledged to finish the job regardless of the outcome regarding the budget.

Vertex requested \$10k per month through May through Sept. Given the significant value that Vertex has added to the overall project, the committee was very supportive of this request.

5. Committee Motions:

- Motion made and seconded to use oak and existing flooring for about \$8,100 including installation. Approved by unanimous vote.
- Motion made and seconded to select whichever high-density storage supplier has the lowest quote. Approved by unanimous vote.
- Motion made and seconded to reject CR #73 \$5,020 peastone drip edge. Approved by unanimous vote.
- Motion made and seconded to fund a change order for Vertex for the next five months at \$10k per month June - Oct. Approved by unanimous vote.

6. Further Discussion:

The committee discussed the report of an incident in which the Contractor's management approached an individual construction team member in an attempt to negotiate matters handled during construction team meetings. Vertex agreed to contact the Contractor to re-enforce that all such conversations take place only with the entire team during regularly scheduled construction meetings.

D: Next Meeting and Other Upcoming Dates

Next committee meeting will be in two weeks.

E: Meeting Adjourned

Upon unanimous vote, the meeting was adjourned at **9:35 am**

Respectfully submitted

Steven Rakitin
Secretary