

Town Hall Building Committee Minutes

Town of Upton



Massachusetts

*Date: June 19, 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 8:45
- Steve Rakitin, Committee Secretary
- Blythe Robinson - Town Manager
- Steve Kirby, Bryan Fors – Vertex
- Doug Manley - MKA

**C: Discussion Items**

**1. Project Status Update:**

- **Painting.** Doug presented a drawing showing the colors for the main hall.
- **Historic Preservation.** Kelly has sent the original specifications for the Town Hall from 1883 out to be preserved. Estimated cost \$515.
- **Furniture.** Cost from Office Resources is \$140,191. Order will be placed very soon. Timeframe to install and setup is about 3.5 days. Refinishing of 15 existing wooden chairs expected to cost \$4,500. These chairs will be used as guest chairs in lieu of ordering additional new chairs.
- **High Density Storage.** Kelly is reviewing info from Office Resources on their system. They will need about 3 weeks for installation.
- **Flooring.** CR #81 is for additional oak flooring as was discussed last meeting. Total cost \$9,916. There should be a credit for not refinishing flooring that doesn't exist. Vertex to check into this.
- **Water Main.** DPW contractor has installed new main on Warren Street. Found a Verizon duct line and gas line in excavating that was not where it was expected. Issue regarding separation between existing gas line and water main. New water line is all but connected to the new water main. Valves are installed. Just need to install reduction fitting. Water line is not as deep as it should be per state regulations - 5 foot deep. Currently, there's about 2 1/4 inches clearance with gas line. National Grid requires 12 inches of clearance. Water line may need to be lowered or gas line will need to be moved. Need to ask DPW if their contractor can lower the water main to achieve required clearance

with gas main... The team was going over to the Town Hall to discuss this with the DPW Director after this meeting.

- **Sprinkler issue.** Additional sprinkler heads were installed – awaiting CR for any additional cost.
- **Glass.** Cost to add glass to front doors and Warren Street door is \$2,988. There would be 3 glass panels in front doors and one glass panel on Warrant Street door. Main entrance doors will match doors at the bottom of handicapped access ramp.

## 2. **Change Orders Update: as of Jun 18**

Vertex presented the Status of Change Requests as of June 18, 2014:

- A total of \$206k CRs approved with \$38k pending
- Potential CRs total \$70k
- Contingency balance \$169k

We discussed one potential change order regarding steel at shear wall - Arthur MacLeod and the subcontractors engineer need to resolve their disagreement over the installed design given what was found once the structure was uncovered... MKA will arrange a meeting ASAP.

Looking into changing glass panel next to door to town managers office. Discussed changing to frosted glass (should be no cost) and possibly adding town seal as a decal... Vertex to get prices.

Wooden town seal - where is it going? Could be hung behind stage (where it was) or it could also go in building commissioner's office. There is also a blue town seal that needs to go somewhere...

Refurbished window locks – windows in offices on first floor will have the refurb'd locks. Window in Little town hall offices will be done second. Replacement locks for windows in lower level? Doug to check with Pezzuco to see if the replacements are comparable to the originals.

## 3. **Budget Update**

Budget is looking very good as of today...

## 4. **Committee Motions:**

- Motion made and seconded to approve Town Hall Building Committee Meeting Minutes dated June 5, 2014. Approved by unanimous vote.
- Motion made and seconded to spend up to \$500 for preservation of historic bricks from the town hall. Seconded and approved unanimously.

## 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 **9:10 am**

Respectfully submitted

Steven Rakitin  
Secretary