

Town Hall Building Committee Minutes

Town of Upton



Massachusetts

Date: July 2, 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
- Mike Howell, Committee Member
- Steve Rakitin, Committee Secretary
- Blythe Robinson - Town Manager
- Steve Kirby, Bryan Fors – Vertex
- Doug Manley - MKA

C: Discussion Items

1. Project Status Update:

- **High Density Storage.** Kelly is reviewing quotes from Donnegan and Office Resources. Office resources submitted a solution that provides space for about 580 banker boxes – almost double that of Donnegan’s proposal... Vertex will clarify maximum height in the room to allow for clearance of sprinkler. Office Resources proposal is \$1,817 over budget but provides much more storage than originally estimated. Aisles in the room need to be wheelchair accessible (36” wide).
- **Front Entrance issue.** When excavating for the footings for the granite steps, Pezzuco found what turned out to be a Verizon cable duct located about 12 inches below grade that was not indicated by the Dig Safe markings. Verizon came out and checked into it – it is business fiber cable installed about 2012. There is a question of whether Verizon has an easement for this. Kelly to check into this. Having Verizon relocate is out of the question (cost \$50k and two months time at least). Pezzuco is looking into a modification to the design of the steps and ramp that would eliminate one step and add a short additional ramp. This would be done above the Verizon cable duct. Tony should have an answer today regarding feasibility. Concrete footings for steps to be poured today...
- **Retaining wall in rear of building** - Tony is picking few larger rocks and loose-laying them to form a wall at the southwest corner. Less than 30 inch drop so no railing required.
- **Electrical fixtures for main hall** arrived early and have been installed and will not required any plaster patching. Rough electrical signed off.
- **Painting** ongoing downstairs - plastering is continuing on ceiling main hall.

- **Signage** - Signs Plus is supplying interior signage - additional ground floor directory sign will be added and located at the landing outside the BoH office... Invoice for signage has been approved. Awaiting shop drawings. Need hours of operation sign not included yet. Most town offices will be open 35 hours per week. One or two depts. may be open more than 35 hours per week. We approved \$8,854 but total will likely be a bit higher once the shop drawings are received.

2. **Change Orders Update: as of Jul 1**

Vertex presented the Status of Change Requests as of July 1, 2014:

- A total of \$214k CRs approved with \$41k pending
- Potential CRs total \$66k
- Contingency balance \$163k

3. **Budget Update**

Budget is still looking good as of today...

Builder's risk insurance policy extended to Nov 1 – can be cancelled when town hall is completed.

Also, the lease on the temporary town hall will be extended through the end of September to allow for cleanup and transfer of office furniture to other town depts. as well as auction of any remaining items.

Vertex thinks that Pez can still meet the schedule although it's very tight.

4. **Committee Motions:**

- Motion made and seconded to approve Town Hall Building Committee Meeting Minutes dated June 19, 2014. Approved by unanimous vote.
- Motion made and seconded to approve CR 84 – relocating Verizon and cable service entrance from rear to front of building. Amount is \$21,604 Motion was 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