

Town Hall Building Committee Minutes

Town of Upton



Massachusetts

Date: July 17, 2014

Location: Police Station, School 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 (left at 9:30)
- Tim Tobin, Committee Member (left at 9:30)
- Michelle Goodwin, Committee Member
- Steve Rakitin, Committee Secretary
- Steve Kirby, Bryan Fors – Vertex
- Doug Manley - MKA

C: Discussion Items

1. Project Status Update:

- **High Density Storage.** Kelly is reviewing proposals 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). Kelly to confirm number of boxes accommodated with each proposal.
- **Verizon Cable Duct.** 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. This same cable duct is also in the way of the utilities access planned for the front of the building. Kelly spoke with Ken Brown the owner of 5 Main Street, which is the property adjacent to the Town Hall about using the state right of way (25’ from center line of Rte 140) to provide access for utilities. Tony would mark the area for Ken to see. There may be an existing easement for the fire hydrant, which could be modified to add utilities for town hall.
- **Interior Signage** - Signs Plus is supplying interior signage – two building directory signs will be provided – one located outside Town Clerk’s office and one located at the landing outside the BoH office. Need hours of operation sign. Room numbers will be assigned for each office and the designations should match the floor designations used in the elevator. We need to confirm what the shop drawing for the elevator has for floor designations. Room numbers will be 1-n for each floor preceded by the floor designation. We need to come with a better name for Misc. Veteran’s Agents room...

- **Water Line.** The new water line installed on Warren Street appears to have a leak and did not pass the pressure test as required by DPW. DPW brought in AM Gallagher to perform the pressure test (unannounced). The solution may require the Pezzuco contractor (Kaycor) to change some of the fittings. Another pressure test will be scheduled once this work is completed. Kaycor on the hook for this. This issue is holding up some exterior site work...
- **Interior Finish Work.** Most plastering work will be completed this week. May need some touch up on the murals on the wall... Kelly can get in touch with the artist (Heidi) for the murals. Woodworking installed around doorways. Painting is underway.
- **Elevator.** Delta Beckwith had pre-installation meeting with Tony. Will be shipped to Delta-Beckwith office in Canton because there is no room onsite to store components. Installation should begin end of July.
- **Insulation.** All work should be completed by end of this week.
- **Masonry.** In-filling with bricks on exterior should also be completed soon.
- **Water Main.** Building inspector - doesn't like existing pressure reducing valve on the water main. New backflow preventer. Water meter will be relocated to rear of building. May need another pressure reducing valve on glycol system for ramp. Need DPW, Building inspector and Fire chief to review and sign off.
- **Electrical switch plate covers** - we agreed to change to all white.
- **Floor in town clerks office** is damaged and the flooring contractor says that the repairs that we do down would not look good if refinished as planned. Denise's office is in better shape. New white oak to replace with Kelly's floor would be \$3,200. Kelly will meet with historical commission to make them aware of this change. Town should keep flooring removed from Kelly's office as future replacement...
- **Phone Lines.** Ordered phone line for elevator. From VZ two for fire alarm and one for elevator. Valley Communications order has been placed. Bryan to follow up...
- **Rebates for equipment** need to be submitted - Doug to send email to Dan requesting copies of receipts.
- **Weather stripping** was not installed in windows as required. Pezzuco needs to install required weather stripping. This will tighten up windows that are currently loose... Note: Upon further review of the specifications and drawings, weather stripping was not required at the windows.

2. Change Orders Update: as of Jul 17

Vertex presented the Status of Change Requests as of July 16, 2014:

- A total of \$247k CRs approved with \$437 credit pending
- Potential CRs total \$47k
- Contingency balance \$192k

CRs 82 and 83 can be approved.

3. **Budget Update**

Budget is looking good... still over on Temp Town Hall rent, etc.

Builder's risk insurance policy extended to Nov 1 – can be cancelled when town hall is completed. The premium for this is about \$9k not \$3k.

4. **Committee Motions:**

- Motion made and seconded to approve Town Hall Building Committee Meeting Minutes dated July 2, 2014. Approved by unanimous vote.
- Motion made and seconded to replace floor in Town Clerk's office with white oak. Four members in favor, one opposed.

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 **9:45 am**

Respectfully submitted

Steven Rakitin
Secretary