

Town Hall Building Committee Minutes

Town of Upton



Massachusetts

Date: August 7, 2014

Location: Fire Station, Church Street

A: Call to Order

The meeting was called to order at 8:00am

B: In Attendance

- Kelly McElreath, Committee Chair
- Mike Howell, Committee Member (left at 9:30)
- Michelle Goodwin, Committee Member
- Steve Rakitin, Committee Secretary
- Steve Kirby and Bryan Fors – Vertex
- Doug Manley – MKA
- Blythe Robinson, Town Manager

C: Discussion Items

1. Project Status Update:

- **Project Schedule.** Email from Pezzuco to Vertex detailing the schedule for the remaining month. Pezzuco is continuing to push subcontractors so that a Certificate of Occupancy (CO) can be issued on Sept 5th. The current plan is to move staff in on Sept. 12th and open for business on or about Sept. 15th.

We discussed several issues that could delay the schedule including Verizon's lack of cooperation (affects elevator - emergency phone line - and fire alarm), signage (may not be ready in time), and Valley Communications (can't do installation till Sept. 15). Valley Communications will be present at next construction meeting to discuss scheduling.

Fire Chief discussed issues related to fire dept. inspections required for CO with electrical sub.

Vertex identified items that could be deferred till after the CO – such as exterior work, Valley Communications work on door strikes, finishing touches in the Main Hall, etc.

- Vertex suggested waiving liquidated damages for a short time due to delays that were beyond Pezzuco's control. Blythe will have a discussion with Pat Roche regarding temporary CO. The committee voted to authorize Vertex to negotiate with Pezzuco for up to two weeks relief from liquidated damages. First priority will be requirements for Certificate of Occupancy followed by remaining finish and site work, including paving and striping at Warren St.; some work may possibly continue past move-in date. Vertex plans to start creating punch list items with Pezzuco as soon as possible as sections of the building are completed. **High Density Storage.** Installation will likely

occur after the CO is issued. There is a 6-week lead-time and the equipment order was placed about July 28th. HD storage cost is \$24,850

- **Verizon Cable Duct.** Excavation work using a new right of way has been completed.
- **Interior Signage** - Signs Plus is supplying interior signage – Kelly received a proof of the signage for approval. The name of the Misc. Boards and Committees conf. room will be Board Room. The signs match the floor designations used in the elevator. Doug provided an example of the building dedication sign that will be made. Kelly to provide exact wording and spelling of names...
- **Murals.** Kelly contacted the artist (Heidi) to look at touching up the murals. Woodworking installed around doorways.
- **Elevator.** Delta-Beckwith has been on site working on the lift behind the stage. The elevator is now on-site. Installation to begin soon.
- **Training for Building Management Systems:** Need to schedule training on all building management equipment. Town resources to be trained include: Paul (custodian), Kelly and Blythe and maybe Mike Howell.
- **Shed:** BVT has built the shed and Doug has recommended colors which met with committee consent. The kids will be painting it soon. Two towing companies in town have offered their services to transport the shed from BVT to the town hall.
- **Baseboard carpeting:** Pezzuco provided an estimate for carpet baseboard (instead of vinyl) for the lower level carpeted office. There is a \$1,800 upcharge and no schedule impact. The committee agreed to make this change.

2. Change Orders Update: as of Aug 6:

Vertex presented the Status of Change Requests as of August 6, 2014:

- A total of \$301,000 has approved
- Potential remaining CRs total \$50,000
- Construction contingency balance \$184,045

3. Budget Update

No new budget issues:

- Soft cost contingency balance \$109,000
- Parking lot \$100,000

4. Committee Motions:

- Motion made and seconded to approve Town Hall Building Committee Meeting Minutes dated July 17, 2014. Approved by unanimous vote.
- Motion made and seconded to strongly recommend that BOS postpone soft opening to Sunday Sept. 21st due to the current schedule of remaining work. Approved by unanimous vote.
- Motion made and seconded to authorize Vertex to negotiate with Pezzuco to waive liquated damages for up to 2 weeks due to subcontractor scheduling issues beyond Pezzuco's control. .

Approved by unanimous vote.

D: Next Meeting and Other Upcoming Dates

Committee meetings have been scheduled for:

- Thursday August 14, 2014 at 8am at the Fire Station
- Thursday August 21, 2014 at 8am at the Fire Station
- Wednesday August 27, 2014 at 8am at the Fire Station

E: Meeting Adjourned

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

Respectfully submitted

Steven Rakitin
Secretary