

Town Hall Building Committee Minutes

Town of Upton



Massachusetts

Date: August 14, 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
- Michelle Goodwin, Committee Member
- Steve Rakitin, Committee Secretary
- Steve Kirby and Bryan Fors – Vertex
- Doug Manley – MKA

C: Discussion Items

1. Project Status Update:

- **Project Schedule.** Bryan and Steve met with Tony this week to review the schedule and prioritize the remaining work items. Vertex presented floor plans and the committee agreed that highest priority should be rooms that will town offices. On first floor, main hall will be lower priority - offices will be high priority. Second floor, corridor, code enforcement and conservation are high priority. Lower level - all town offices are high priority.
- At CO, certificate of substantial completion issued. Warranty time begins for most of HVAC equipment. Also town becomes responsible for building. Need to switch over builders risk insurance. Need testing and balancing report to ensure adequate air handling..
- **Plumbing** work is mostly completed – waiting to install drinking fountains. Rest rooms will be completed in a few days.
- **Sprinkler** contractor is ready for Fire chief inspection – waiting for last piece of glass, which arrived this morning. Fire chief planning to conduct one more visual inspection on Saturday with Pezzuco. Once this is done, and some sprinkler heads are replaced (inadvertently damaged by painters), should be ready for final test.
- **Electrical** work is proceeding on schedule. Light fixtures in main hall could be installed by next week. National Grid needs to remove old electric service from building.
- **Gas.** NSTAR is now saying they need a concrete pad for the gas meter. Needs to be reviewed. Waiting for gas connection to start mechanical testing. NSTAR has been told that gas and meter

needs to be turned on by Monday Aug 18. NSTAR also needs to disconnect old gas supply line. Need Dig Safe to come out before NSTAR will disconnect old gas line.

- **Elevator** work may impact finishing of floor areas...
- **Emergency Generator** startup scheduled for next week...
- **Carpentry.** Millwork for second floor is underway - crew of 3-4 carpenters are working on millwork.
- **Painters** are working to get the ground floor painting done - rather than working on main hall. Owner of painting company has been on site recently...
- **Moving.** By next week, we should be able to decide if the move date Sept 12 can be met or should be changed. CO is still planned for Sept 5... (Pat Roach out of town, Steve Johnson will handle CO)
- **Cleaners.** Pezzuco has cleaners scheduled to do construction cleaning and should also include final cleaning. The site has been relatively free of most construction debris so far...
- **Valley Communications** - contact is on vacation this week. Sent us templates for completing configuration info. Our IT consultant said that we can handle the access doors. Provide a separate server for video cameras. T1 line is on hold waiting on VZ. VZ should be on site today. Waiting for response from Charter. Kelly to follow-up.
- **Display cases** - \$800 approved to order two cases.
- **Mural repair** (Heidi) can handle the repair. Some plaster repair needs to be done first. Will be re-installing original stage curtain rigging - should not be visible from rear of main hall. Painters who will be doing stenciling planned on using a lift. However, most lifts can't be used due to floor loading issue.
- **All drainage** work has been completed. Catch basin design needs to be reviewed with Savello...

Most of the exterior site work can be completed after CO. Concrete pour for the ramp scheduled for next week.

- **Granite steps** should be completed soon. Cheek walls should be started soon.
- **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 \$24,375
- **Interior Signage** - Signs Plus is supplying interior signage – final signs will not be ready by September 5th. Temporary signs will be used until final signs ready. Wording for dedication plaque reviewed. Doug will submit to his vendor.
- **Murals.** Kelly contacted the artist (Heidi) to look at touching up the murals. Doug will be in contact with a sub to repair some plastering before Heidi can do the touch-up work.
- **Elevator.** Delta-Beckwith has been on site working on the lift behind the stage. The elevator installation has begun.
- **Shed:** 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.

2. **Change Orders Update: as of Aug 6:**

No change from last week...

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 August 7, 2014. Approved by unanimous vote.

D: Next Meeting and Other Upcoming Dates

Committee meetings have been scheduled for:

- 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 **9:05 am**

Respectfully submitted

Steven Rakitin
Secretary