

Town Hall Building Committee Minutes

Town of Upton



Massachusetts

Date: August 21, 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
- Blythe Robinson, Town Manager
- Steve Kirby and Bryan Fors – Vertex
- Doug Manley – MKA

C: Discussion Items

1. Project Status Update:

- **Gas.** Steve Kirby has been in contact with NSTAR about scheduling the old gas line disconnect and installation of new gas meter. They have not been cooperative and have told him that now school projects are their first priority. They have not given us a date for when they can install the new gas meter. Disconnecting the old gas line could happen tomorrow – assuming there are no emergencies. We had Kay-Cor come in this past Sat. to pour a concrete pad for the new gas meter. NSTAR needs to install the new meter, then our gas inspector has to inspect it, and then NSTAR needs to come back to turn on the gas. This delay is impacting the startup testing of the HVAC equipment, the granite curbing installation, and other tasks. Mike Howell contacted a Men's Club member who knows someone at NSTAR to see if we can expedite this.
- **Elevator.** Delta-Beckwith informed Bryan that installation would take 3 weeks from Aug 19. Which puts completion date at Sept 9th. Need to schedule inspection date. Vertex believes some of the delay is attributable to Delta-Beckwith. Had all info by March 31, 2014. The elevator was delivered on Aug. 7 and D-B install didn't start till Aug. 12. D-B claims not having permanent power is the cause of the delay. Vertex stated that using temp power is normal practice. The elevator cab is installed. We don't know if D-B has applied for state inspection. Vertex recommended that MKA draft a letter to Pezzuco stating the schedule delays that have been caused by D-B. Hopefully, the threat of fines may cause D-B to work extra hours.

Wheelchair lift (stage) is in and is operational.

- **Drainage.** Drainage down Warren Street is still an issue. Savello is recommending installing 12"

reinforced concrete pipe and flowable fill cover piped to a new catch basin in the street. Crossing under Warren Street is an issue with all of the utilities (gas line, water main and VZ Duct bank) in that section of road. Schedule has Warren Street being paved and granite curb install soon (partly done). Need to schedule an onsite meeting with contractor and Savello to come up with a resolution.

- **Plumbing.** Water has been turned on! Fixtures have been installed in bathrooms. Waiting on partitions.
- **Electrical.** National Grid has turned on power and interior electrical work is proceeding on schedule. Lights have been on in Little Town Hall!
- **Emergency Generator.** Scheduled for startup test in the next few days. Need to have town oil contractor (Peterson Oil) come out and fill the tank with diesel. Need to check with Fire Dept for permit for an outside diesel storage tank. Weekly emergency generator test will be scheduled for Tuesday mornings @ 8am.
- **Phones.** Verizon work is in progress.
- **Cable.** Charter is waiting for our switchover date to be confirmed.
- **Sprinklers.** Contractor is ready for Fire chief inspection – possibly this Saturday. Fire chief planning to conduct one more visual inspection on Saturday with Pezzuco. Once this is done, should be ready for final test. Sprinkler heads that were damaged by the painters have been repaired.
- **Painting.** Bryan reported that painters have started working second shift. They are focusing on getting all of the offices painted. The proposed lift for painting the ceiling in the main hall is 4,000 lbs. - too heavy for the floor to support. Scaffolding will need to be used.
- **Moving.** At next meeting (Wed Aug 27), the committee will make decisions on scheduling of the move.
- **Display cases** – Kelly found that the display cases are about \$750 each. The committee agreed to purchase two of them and include additional funds to cover shipping. Kelly will place order today.
- **Mural repair** (Heidi) can handle the repair. Some plaster repair needs to be done first.
- **Front Entrance.** Granite steps and cheek walls have been completed. All exterior doors (except door at bottom of handicapped ramp) have been installed. Concrete for ramp will be poured tomorrow. Granite curbing has been started on Warren Street.
- **Sanitary inspection.** Completed. Included Code Enforcement and Water dept. Fire inspection planned for this Sat. morning.
- **South side entrance.** Proposed walkway to Nelson Court dips before getting to Nelson Court. Also there is an interruption of asphalt berm – which means water flow down Nelson Court will result in water coming down to south entrance. Committee agreed to eliminate walkway to Nelson Court.
- **Punch List.** Vertex also recommended starting punch list next week.

2. **Change Orders Update: as of Aug 21:**

No update this meeting.

3. **Budget Update**

No update this meeting.

4. **Committee Motions:**

- Motion made and seconded to approve Town Hall Building Committee Meeting Minutes dated August 14, 2014 as revised. Approved by unanimous vote.
- Motion made and seconded to approve \$1,500 for two display cases to be mounted on the ground level alongside the ramp. Approved by unanimous vote.

D: Next Meeting and Other Upcoming Dates

Committee meetings have been scheduled for:

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

E: Meeting Adjourned

Upon unanimous vote, the meeting was adjourned at **9:10 am**

Respectfully submitted

Steven Rakitin
Secretary