

Town Hall Building Committee Minutes

Town of Upton



Massachusetts

Date: September 11, 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 and Bryan Fors – Vertex
- Doug Manley – MKA

C: Discussion Items

1. Project Status Update:

Recently, it appears that Pezzuco has been ineffective in managing their subs and Vertex has stepped in to keep the subs focused on the tasks they need to accomplish.

- **Elevator.** Delta-Beckwith has not yet scheduled the state inspection. DB said should be done by Monday. A few other trades need to be involved with finishing touches. DB can provide an operator (at cost which should be covered by Pezzuco) to allow the use of the elevator on Sunday Sept 21 and Tues Sept 23 if it is not inspected.

The committee requests (through Vertex) that DB provide technician for these days if the inspection is not completed. Vertex will send Pezzuco a letter stating elevator needs to be operational by Sept 20th and if it isn't, then they need to provide an operator for the two dates...

- **Bathrooms.** The paper towel holder/trash can is supposed to be partially recessed into the walls in both restrooms. There was no provision made to do this. Same for fire extinguishers throughout the building. Pezzuco needs to address this.
- **Floor in Sandy's office.** Original flooring was sanded and it didn't look very good. The committee decided to have it replaced with new hardwood to match Town Manager's office. Estimated cost \$4,500.
- **HVAC.** Testing is underway and many of the fan coil units are operational. Load balancing still needs to be done to ensure proper air flow. Expert from Vertex was on-site to review HVAC startup. MacRitchie to be on-site Friday to address HVAC issues.

- **Masonry.** Hearthstone for fireplace is not square. Will try to match stone used in Town Manager's office if possible. If not, stones in Town Clerks area will match. Cendella working on removing white paint on north wall. MKA recommended use of Peel-away product.
- **Cleaning.** Underway in advance of fire/smoke alarm testing which requires dust free environment.
- **Exterior drain on Warren Street** - Still unresolved. Tony's idea to use 4 PVC pipes may not pass code due to traffic. The committee recommends that the town keep Warren Street closed until issue is resolved. MKA will arrange a meeting with Savello, Kay-Cor and DPW director for tomorrow....
- **Furniture.** Furniture install is underway and should be completed in a couple days.
- **Painting.** The painting crew worked over this past weekend and appears to be catching up. They have used black tape for the straight-line portions of the stenciling in the main hall. Vertex requested product data sheet for this tape to assess how long it should hold up. We also will request several extra rolls in case it needs to be repaired down the road.

Want to see a small mock up of the arches with colors... Ask painters to provide many replacement rolls of tape in case it eventually comes off.

Heidi has been working on repairing the mural.

- **Millwork.** Crew is working on several areas throughout the building. A new crew was brought in to work on the historic staircase.
- **Moving.** Sept 19 is available for the movers but staff won't have time to unpack. Consider pushing move date out after re dedication. The committee agreed to delay furniture install to Sept 15th if possible and set the staff move-in date to after Sept 23rd (rededication date).
- **Punch List.** Vertex started punch list for the attic area – which is mostly completed. As of today, there aren't any other areas that are ready to start punch list.
- **Flags.** The committee discussed purchasing new flag stands for the main hall (3 flags) and one stand for the large conference room in Little Town Hall.
- **Light fixtures.** New fixtures are installed. The original fixture removed from over the stage has not been restored and we're not sure where it is. MKA/Vertex to try to find out if it was trashed as part of the demolition. There may be a problem with the fixtures for the main entrance.
- **Basketball hoops.** Should be installed next week prior to removal of staging.
- **Dates.**
 - HD storage - scheduled install Sept 22
 - Sept 21 - Soft opening starts at 4pm. Invitation list has about 45 people (town dignitaries), plus GC, architect and OPM.
 - Sept 23 - 6 pm is rededication and open house.
 - Sept 26 - moving day
 - Sept 27 - Heritage Day

2. Change Orders Update: as of Sept 4:

Minor changes reported.

3. **Budget Update**

Construction contingency \$184k

Soft cost contingency \$74 k

4. **Committee Motions:**

- A motion was made and seconded to approve the minutes from August 27 (revised) and Sept 4. Unanimous vote.

D: Next Meeting and Other Upcoming Dates

Committee meetings have been scheduled for:

- September 18, 2014 at 8am at the Fire Station

E: Meeting Adjourned

Upon unanimous vote, the meeting was adjourned at **9:07 am**

Respectfully submitted

Steven Rakitin
Secretary