

Town Hall Building Committee Minutes

Town of Upton



Massachusetts

**Date: September 18, 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
- Michelle Goodwin, Committee Member
- Steve Rakitin, Committee Secretary
- Steve Kirby and Bryan Fors – Vertex

**C: Discussion Items**

**1. Project Status Update:**

- **Certificate of Occupancy.** We are looking to get the CO tomorrow! Need the elevator inspection (scheduled for tomorrow as well and the engineering affidavits – Wendell from MKA to provide these tomorrow also).
- **Elevator.** Delta-Beckwith has scheduled the state inspection for tomorrow. We found out this week that special signage is needed for this type of elevator – there are only controls in the elevator room, no mechanical equipment. Kelly to contact Signs Plus to see if we can get temporary signs in advance of the inspection tomorrow.
- **Door hardware.** There has been some confusion with Valley Communications regarding the access controls and historic door hardware selected by MKA for the north entrance. Dan from Pezzuco suggested that a magnet type device be used with the fobs on this door. Need to review with Valley and then get the magnet purchased and installed.
- **Site security.** Construction fencing is down as site work proceeds. Bryan will manually secure the doors at the end of the day until the locks are functional.
- **Rack space for server room.** Martin (Town IT consultant) indicated we need an additional rack for the server room to hold all of the equipment (access controls, telephone, server). Martin to determine whether a full-height rack can fit or whether a half-height is adequate. The committee (and Blythe) agreed to spend up to \$3,500 for this.
- **Sprinkler/alarm testing.** The fire sprinkler and pre-action testing was performed and went well.

- **Cleaning.** Cleaners working now through the weekend...
- **Exterior drain on Warren Street** – Has been resolved using Tony's idea to use 4 PVC pipes. Construction is underway as final street paving is scheduled for tomorrow.
- **Furniture.** Chairs for Little Town Hall conference room are on back-order.
- **Painting.** The painting crew worked over this past weekend and appears to be catching up. They have used brown, red and yellow tape for the straight-line portions of the stenciling in the main hall. Vertex received the 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. The painting subcontractor (JM Painting) offered a 10-year warranty. Working on touch-ups on the lower level today. There are many areas needing touch ups throughout the building.
- **Millwork.** Work on the historic staircase has been completed.
- **Moving.** Sept 26<sup>th</sup> is moving day.
- **Punch List.** Will be started on Monday. MKA needs to start this with input from Vertex.
- **Basketball hoops.** Apparently selectmen were in the building yesterday and expressed a desire to NOT have the hoops installed prior to the rededication ceremony. The committee disagrees and wants the hoops installed while the staging is still in the building. Also, at the rededication, people are expecting to see the hoops installed, as is the group that donated money to pay for them. Kelly to speak to the selectmen today and then give Tony the go-ahead to install.
- **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 up to \$3,500 for purchase of an additional rack for the server room. Unanimous vote.

**D: Next Meeting**

- Construction meeting next Monday Sept 22 @ 1pm

- Committee meeting will be scheduled for the week of Sept 29th

**E: Meeting Adjourned**

Upon unanimous vote, the meeting was adjourned at **9:15 am**

Respectfully submitted

Steven Rakitin  
Secretary