

Town Hall Building Committee Minutes

Town of Upton



Massachusetts

Date: October 9, 2014

Location: Town Hall, Main 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
- Tim Tobin, Committee member
- Mike Howell, Committee member
- Steve Kirby and Bryan Fors – Vertex
- Doug Manley, MKA
- Blythe Robinson, Town Manager

C: Discussion Items

1. Project Status Update:

Interior punch list items underway:

HVAC. The HVAC systems still need to be commissioned and signed off.

At the last minute before the rededication ceremony, the chiller manufacturer informed us that we need a 20% glycol mix for the chillers. MacRitchie is looking at adding 165 gals. of 20% glycol mix to chiller system. This will cost \$2,400 and will extend completion of the contract. As a result, the chillers have not been started and tested.

Chillers need to be drained down in the winter and coolant added in the spring. Seekonk (HVAC contractor) may need to do this in the spring. We will need to hold back some funds. Mike Howell suggested that we may want to try to do this now rather than waiting for next spring. Vertex to ask the manufacturer if this can be done... If we wait till spring, we'll have to hold back money until it's running.

Balancing the HVAC system needs to be done for the second floor, which is currently very warm. Trane technician requested remote access to Building Management System (BMS) which would allow for remote diagnosis of future HVAC / balancing issues during the course of the one year warranty. We would need to connect the BMS to an IP address...

Next week, we are planning a 2-hour training on HVAC controls. Trane technician will do the training. Kelly, Blythe and Mike Howell are planning to attend.

Vertex requested a matrix of all the warranties for all the mechanical equipment. MacRitchie might have this.

Keying. Several keying issues have recently been straightened out. We want to have as few keys to the building as possible.

Vertex staffing. Bryan and Steve are currently coordinating the subcontractors as they work on punch list items. This is Pezzuco's responsibility as Bryan and Steve are moving on to other projects. Bryan will only be onsite as needed.

Mechanical Room. Some mechanical punch list items, like pipe labeling in Mechanical Room, are still open. MacRitchie needs to come in and do the close out identifying any remaining mechanical punch list items.

Exterior punch list. Doug will be creating an exterior punch list. Kaycor will be working on the culvert on Warren Street. The street should be reopened sometime next week.

BVT Shed. The offer from Hiway Towing to move the shed is no longer on the table since the landscaping is now down and they don't want to be responsible for messing it up. Because BVT took so long to get it painted, we missed this opportunity and now need to get quote for crane to drop the shed onto the pad.

Valley Communications. They met with Energy (electrician) several times and recently informed us that the wiring for keys needs to be changed (wrong gauge wire). This after several meetings were held to make sure these problems didn't happen. Fortunately, the electrician was able to correct this problem. Waiting for Valley to come back and get their work done.

North Entry door. We need to install a mag-lock system for north entry door that has a solenoid. Needs to be wired to fire alarm.

Front entrance steps. Pezzuco will be replacing the front entrance stair treads with new hardwood.

Safety issue. We need to install high visibility tread on the balcony carpeting.

Main Hall. We need protective covers for cameras in main hall and for thermostat.

Main hall stenciling. The straight lines are tape not paint. Stencils were painted. Low bidder for the stenciling was \$4,800 for all of the stenciling work. Next bidder cost was \$60k. Since the painting contractor (JM Painting) is not likely to be in business for long, we need to hold back money to replace the tape and repaint. This cost would be easily \$30k, including staging etc.

Noise issues. When the windows are open, too much street noise. Also, in the Treasurers office, hearing all of the steps from the office above. One option is installing acoustic panels another is white noise generator. Try a white noise demo to try and see if it works. Doug to investigate whether acoustic panels would help.

Lighting issues. Currently, lights go out 30 min after building closes. Lights went out at 7pm during a BoS meeting. Need to adjust the sensors for certain rooms. Treasurer's office needs a dimmer switch.

Cable TV. Glenn needs to relocate some rack equipment.

Generator testing. Scheduled for Tuesday mornings at 7:30am. Need to see if it can be programmed to take on some load during each test.

Some interior punch list items:

- Requested an HDMI cable for lower level conf room
- Need a Handicap sign in parking lot for space next to building
- Veterans room - printer copier setup.
- Some additional brick re-pointing may be needed.
- Visibility strip in balcony. Also on sidewalk step on handicapped entrance.
- Stone for Kelly's office is in transit. Need to arrange time to install.
- Need to work on the new half-height rack being moved to area closer to front off building.
- Interior door on access ramp needs to meet code of 5 lbs of force. Have Pezzuco try it.
- Chairs for Little Town Hall conference room are on back-order.

2. **Change Orders Update: as of Sept 4:**

No update provided...

3. **Budget Update**

Construction contingency \$184k
Soft cost contingency \$74 k

4. **Committee Motions:**

- A motion was made and seconded to approve Building Committee meeting minutes from Sept 11 and Sept 18. Unanimous vote.
- A motion was made and seconded to approve up to \$10,000 for purchase and installation of a motor for the historic garage door in the Code Enforcement office. Unanimous vote.

D: Next Meeting

- Next committee meeting will be scheduled for October 23rd

E: Meeting Adjourned

Upon unanimous vote, the meeting was adjourned at **9:47 am**

Respectfully submitted

Steven Rakitin
Secretary