

Town Hall Building Committee Minutes

Town of Upton



Massachusetts

Date: November 6, 2014

Location: Town Hall, Main Street

A: Call to Order

The meeting was called to order at 8:01am

B: In Attendance

- Kelly McElreath, Committee Chair
- Michelle Goodwin, Committee member
- Steve Rakitin, Committee Secretary
- Tim Tobin, Committee member
- Steve Kirby, Vertex
- Doug Manley, MKA
- Blythe Robinson, Town Manager

C: Discussion Items

1. Project Status Update:

Interior punch List Items:

Magnetic door lock for North Entrance still needs to be ordered and installed.

Painters continue with touch ups.

Electrical items remaining include door locks and changes in Cable TV room. Overhead door operator motor in Code Enforcement to be installed next week.

Cable TV electrical changes - Energy met with Glenn and Bryan to identify a list of things Glenn needed to connect his video equipment. Apparently several of these items haven't been done for some reason. Maybe some of the cost for this work can be funded from the cable tv budget. Waiting to finalize times to get quote for work.

Most office have quad outlets - may be one or two that are needed... electrical close out has been posted. Doug needs to review.

HVAC - chillers have been drained down. Glycol addition and chiller startup will be delayed till April 2015. Testing and balancing report sent to MacRitchie for review. MacRitchie's review may generate HVAC punch list items. As-built electrical drawings were included.

Counter tops scratching easily - all except town clerk counter which is Corian. Someone coming out next week to look at them and propose a solution.

BoH water leak may have been fan coil. Changing out control valves.

Town Hall staff needs to gather questions regarding office temperature and whether they are comfortable in their office space so that Trane can address them.

Some Town records were moldy as a result of being in the basement. The sheriff's dept sent some folks to help clean the records before being moved back to town hall. Other records may need to be cleaned (radiated?) before being filed in the HD storage.

Exterior Punch List Items:

Doug needs to a walk-thru of the Exterior Punch List items with Jack from Pezzuco.

Kay Cor has completed the Warren Street piping. This should enable opening of Warren Street. They were working on path from shed to side entrance.

Rubble stone foundation near shed needs to be parged - on this list.

There are a few areas of brick that need repair. Doug marked up a drawing to identify areas needing more work. Cenedella to perform this work. We should plan to re-look at this again in 10 years...

Noise issues. Acoustic consultant (Kent) was present and offered some suggestions for noise reduction in the office spaces (Town Clerk, Town Manager and Code Enforcement). We need to see a proposal with cost estimates... Acoustic (fiberglass) panels, area rugs and possibly a white noise generator are all options to consider.

Final CO. Pat Roche needs to do a walk-thru and decide when to issue the final CO.

2. Change Orders Update: as of Nov 4:

Reviewed current change order log as of Nov 4...

The committee approved CR 104 (\$5,890) for stair treads.

3. Budget Update

Construction contingency \$147 k
Soft cost contingency \$60 k

4. Committee Motions:

- A motion was made and seconded to approve Building Committee meeting minutes from October 6. Unanimous vote.
- A motion was made and seconded to approve CR 104, which replaces the existing stair treads in the main entrance with new hardwood. Cost is \$5,890. Unanimous vote.

- Quote for decals for glass wall on second floor. Estimate is \$800. Doug put it on the drawing but didn't put it in the spec. Pezzuco thought the glazer carried it. Doug proposed to split the cost three ways - owner, MKA and Pezzuco. Motion made and approved for decals (\$275) as agreed above.

D: Next Meeting

- Next committee meeting is tentatively scheduled for November 18th.

E: Meeting Adjourned

Upon unanimous vote, the meeting was adjourned at **9:34 am**

Respectfully submitted

Steven Rakitin
Secretary