

Town Hall Building Committee Minutes

Town of Upton



Massachusetts

**Date: November 19, 2014**

**Location: Town Hall, Main Street**

**A: Call to Order**

The meeting was called to order at 7:00 pm

**B: In Attendance**

- Kelly McElreath, Committee Chair
- Michelle Goodwin, Committee member
- Steve Rakitin, Committee Secretary
- Tim Tobin, Committee member
- Mike Howell, Committee member
- Blythe Robinson, Town Manager

**C: Discussion Items**

**1. Project Status Update:**

Punch list is about 99% completed.

Drainage connection on Warren Street. DPW is concerned that snow plow might disturb some of there rock fill.

O&Ms for all equipment have been received. Equipment warranties included. MKA still working on details of utility rebates. Any rebates would be deposited into the General Fund.

Fireplace hearths installed. Town Clerk's hearth still needs adjustment.

Still pushing J&M Painting for a warranty bond on the tape used in the main hall in lieu of painting. The company has offered to warranty the work for 15 years. Vertex found their insurer is Travellers. Filing a claim with Travellers may be our only recourse if the company goes out of business and the tape needs to be replaced.

Chiller has been winterized. Next April is when the glycol needs to be added. We have already paid for the glycol. We are withholding some funds from Pezzuco's final payment to cover this.

The town needs a facilities contract that would cover periodic maintenance all of the HVAC equipment at all of town buildings. Blythe is trying to create an RFP for this...

Decorative film for balcony glass is being done by SignsPlus.

Several paint stripping attempts on north entry bricks haven't worked. The committee questioned whether the paint should be tested for lead.

Electrical items - Energy Electric has a list of changes including making several outlets into quads. Other items include Code enforcement door motor, revised outlets in cable tv room, (cable tv room changes may be funded by cable budget).

Waiting for a report from the Acoustic consultant. Sandy is looking at getting some area rugs...

Treasurer's office had a leak during the recent rainstorm. Pezzuco looked at the issue and found that the conduits for the outside lights on the steps were not sealed. Will be back to seal them up.

A leak in code enforcement has been repaired – roof issue.

A ceiling tile in men's room is wet. Seekonk will be on site tomorrow to fix this...

## 2. **Budget Update**

The committee discussed the budget and Kelly agreed to provide an updated budget to the committee via email.

The building across from Risteen Building has been foreclosed on. Bank owns it now and wants to sell it for \$175k. Assessed value of land is \$70k. BoS asked Blythe to open discussions to purchase. Would knock building down and use it for parking. The BoS may want to use the \$100k budgeted for parking for this purchase.

About \$180k left in contingency - not including parking lot (\$100k). Still are some expenses to plan for including acoustics, records cleaning, rugs, bulletin boards, maglocks, etc. Roughly \$10k.

Vertex discussion. They are about \$180k in the hole on this project as they provided a clerk of the works (Bryan) full time – but only budgeted part time. MKA and Pezzuco relied on Vertex beyond what was planned and budgeted. The committee discussed giving Vertex additional funds to compensate them for their time given how satisfied we have been with their work (see motion below).

## 3. **Committee Motions:**

- A motion was made and seconded to approve Building Committee meeting minutes from November 6. Approved by unanimous vote.
- The following motion was made and seconded – the Town Hall Building Committee recommends that the BoS amend the contract with Vertex Companies Inc. in an amount of up \$90,000 for unforeseen, required crucial services which were instrumental and critical in the quality, on-time and within budget completion of the Town Hall Building project. Approved by unanimous vote.

## D: **Next Meeting**

- Next committee meeting is tentatively scheduled for December 4<sup>th</sup>.

## E: **Meeting Adjourned**

Upon unanimous vote, the meeting was adjourned at **8:24pm**

Respectfully submitted

Steven Rakitin  
Secretary