

Town Hall Building Committee Minutes

Town of Upton



Massachusetts

Date: December 15, 2014

Location: Town Hall, Main Street

A: Call to Order

The meeting was called to order at 6:00 pm

B: In Attendance

- Kelly McElreath, Committee Chair
- Michelle Goodwin, Committee member
- Steve Rakitin, Committee Secretary
- Tim Tobin, Committee member
- Mike Howell, Committee member
- Steve Kirby, Vertex
- Doug Manley, MKA

C: Discussion Items

1. Project Status Update:

Counters on lower level - rep came out and agreed something could be done to correct the scratching issue. It appears the counters may not have been installed properly. There are some cracks in one of the counters. Will either be repaired or replaced. Pezzuco will be involved. Will likely need to be a weekend effort. This is a Punch list item.

Acoustic panel update:

- Reverb too high on first level. Consultant suggested installing a bound carpet over the hardwood floors to cut down on footfall noise. To cut down on reverb, recommended adding acoustic tiles in most office spaces on first floor per drawing.
- We discussed installing area rugs first and see if that helps before doing the ceiling tiles. Sandy will investigate getting some area rugs and runners...

Stencils for glass - on second floor are ready to be installed. Need to schedule a date.

Tape on main hall - looks like painting company is unable to obtain and provide a warranty bond. Painter issued a 1-year warranty in the close out O&M documents. We discussed asking Pezzuco for a letter stating the warranty period for the tape be 15 years. The amount that we are withholding for payment is about \$17,000.

Paint on brick in north entranceway - Doug looking at several options. Cenedella has bought a grinding tool to see if this would help. We agreed we should leave this paint alone and not remove it.

Status of punch list items:

- Leaks in code enforcement. Steve K. checked up in the attic while it was raining and it appears to have been successful.
- Leak in Treasurers office also appears to have been successful.
- Overhead door is working fine. There is some paint on it that needs to be removed.
- Door hardware on ramp door is working okay and mag lock on north entrance has also been installed. Should be connected to fire alarm. Valley was out to fix ramp door (power was off to work on snow melt system).
- HVAC is still to be completed.
- Pezzuco has not provided necessary information for Sump pump in Cable TV so Paul will know what fittings are needed to dump water to slop sink...
- Heat in south entryway stairs. Thermostat is located on an outside wall that is not insulated. Trane recommended moving the thermostat to another location. Another option would be to open the wall and insulate it... We decided to ask for cost to move the thermostat. Doug to ask MacRitchie about this.
- There is a leak in the mechanical room near the backflow preventer. Small puddle...

Punch list review - Pezzuco stated that all punch list items are done. Doug and Steve need to review all punch list items to confirm.

Electrical items - Energy waiting on change order from Pezzuco. Waiting on schedule date to do a variety of 6-7 items. Mostly Cable TV (some funding coming from Cable TV budget).

Tuning up the windows - bronze weather-strip in the jamb might solve the problem. Was indicated on drawing but was left off the schedule. The windows rattle and there is air infiltration. Start with windows in Blythe's office first. Pezzuco will install.

2. **Budget Update**

Pezzuco submitted payment claim asking for all of the retainage (5%). Steve K. suggested keeping retainage amounts for the following items:

- Countertops
- Hardware retainage can be released.
- Hold 1% on masonry and windows.
- Glass and glazing - need to find out if Pat Roche has signed off on hole in glass in little town hall (Sprinkler pipe).
- Painting hold 5%, hold 2% on glass and glazing.
- MacRitchie reviewed MEP still hold 5%.
- For Seekonk, recommend holding 5% for balancing, chillers and other items.

Change orders - additional sitework that was originally at estimated \$18k. Steve K. reviewed and lowered cost to \$16,551 (CR 105 Rev 1). Have a credit of about \$900 for piping that was purchased by DPW.

We are not expecting to receive any further CRs from Pezzuco

Contingency is at \$164,000

3. Committee Motions:

- A motion was made and seconded to approve meeting minutes of Nov 19th. Approved by unanimous vote.
- A motion was made and seconded to pay Milford Woodworking up to \$2000 for cabinets for Code Enforcement under counter. Motion to approve was unanimous.
- A motion was made and seconded to approve CR105 rev 1 for \$16,551. Motion was approved by unanimous vote.

A motion was made and seconded to have Sandy buy area rugs to cover as much as possible on the acoustic consultant's sketch not including stair treads for up to \$3,000. Motion approved by unanimous vote.

D: Next Meeting

- Next committee meeting is tentatively scheduled for TBD.

E: Meeting Adjourned

Upon unanimous vote, the meeting was adjourned at 7:53pm

Respectfully submitted

Steven Rakitin
Secretary