

Town of Upton, Massachusetts  
Town Hall Building Committee  
Meeting Minutes

Date: Monday, December 10, 2012

In Attendance:

Kelly McElreath, chair; Michelle Goodwin, acting secretary; Michael Howell, committee member; Tim Tobin, committee member (10:00 a.m. departure); Blythe Robinson, Town Manager; Doug Manley, McGinley Kalsow (11:30 a.m. departure); Wendell Kalsow, McGinley Kalsow (11:30 a.m. departure); Steve Kirby, Vertex; Terry Scalzo, Vertex; Bruce McRitchie, McRitchie Engineering (10:00 a.m. arrival)

9:00 a.m. meeting called to order by the Chair

- Upon motion by Tim Tobin, the committee unanimously approved the minutes of November 15, 2012 and November 28, 2012 as amended.
- The Chair reviewed the proceedings with the CPC the previous week and the positive feedback from the committee. A draft of the minutes of the meeting indicate initial support from the CPC of one hundred percent (100%) funding of CPA-eligible costs for the renovation with one million, five hundred thousand dollars (\$1.5M) down payment from existing funds and the remainder bonded against future CPA collections. They also agreed to move their January meeting to the ninth allowing us to have the new budget projection numbers to present to them at that time.
- The Chair suggested, and the committee agreed, that we send a formal thank you note to Rod Carter for the donation of his services for the surveying of the Town Hall site.
- During discussion about reaching out to stakeholders and others, the following items were brought to the floor for consideration and follow-up:
  1. Blythe and Kelly currently scheduled to meet with United Parish Church on the 17<sup>th</sup> to discuss draft lease agreement regarding parking, and that the construction/rehab of the lot would likely be in summer, 2014.
  2. Committee currently scheduled and posted to meet with Historical Commission on the 18<sup>th</sup>.
  3. Blythe suggested and committee agreed to provide an update to the Board of Selectmen at their meeting on January 22, 2013.

4. Wendall suggested considering a conversation with Patco regarding their current placement of vehicles on Town-owned property adjacent to their building in light of consideration of planting and beautification efforts with the project.
  5. The committee agreed another “cookie social” open house and tours on the evening of the CPC Hearing in March would be a good idea.
  6. The committee agreed to request a meeting with the Capital Budget Committee in January, trying to schedule for Wednesday evening, January 16, 2013, if possible.
  7. The committee agreed that we would continue to identify opportunities to reach out to the public and provide information regarding the project as much as possible.
- Update from McGinley Kalsow
    1. MKA met with Paul Holtz, Mass. Historical, last week and he is on board with all current changes. We should have a letter from MHC by 31 December 2012 indicating their general support so far (but not final approval). In regards to the windows, as long as the existing windows are structurally sound, MHC’s policy is not to approve replacement. Our options are interior storms which are less functional, but appear better on the outside or external storms which are more functional but create changes to exterior appearance.
    2. MKA met with Tom Hopkins, Mass. Architectural Access Board, last week and he is also supportive of our design and indicated the need for four (4) variance requests (which would be approved):
      - (a) The new entry on the front of the building is alongside main entrance.
      - (b) Cross-slope/pitch of the stage exceeds acceptable slope.
      - (c) Handicapped parking is not “closest” parking space (changed to: option 1 parallel parking at curb and 1 spot across street with van off-loading space approved by committee).
      - (d) Balcony seating will not have accessible seats.

The next step is to apply for a variance, which may be simple enough variances to be decided at the staff level and not require a hearing. We need to talk with our local Disability Commission (if one exists) who, along with the Building Commissioner, will receive a copy of the application for variance.

The Committee identified Karen Intinerelli, Joan Shanahan, and Jamie Gardner as the likely contacts for this.

3. MKA identified the need to review the Warren Street curb line changes with the DPW.
  4. Note changes to auditorium mechanicals; see site plan with floors for updates. (Vestibule and ADA exit are moved to exterior of space and mechanicals are now adjacent stage with chair storage under the stage.)
  5. In January the historical consultant will be attending regarding colors, etc.
  6. After discussion regarding the options of glassing in or not glassing in the balcony regarding HVAC and, in particular, sound, versus accessibility, the committee agreed to stay with the plan to glass in the balcony with a sliding door for entry and apply for the full variance from the MAAB.
- Report from McRitchie Engineering
- 1) Regarding the Vault. Due to Secretary of State requirements regarding temperature and humidity, vaults are usually located interior to the building and not on an exterior wall. Our exterior location presents the challenge of temperature difference interior/exterior and humidity/condensation which could result. As well the small size of our vault makes it impractical and inefficient to climate control with the equipment typically used, which is designed for larger spaces. Additionally, should we use the vault frequently (opening and closing as a closet, or leaving open), climate control becomes more difficult. We can improve the situation we currently have with something like what is used for wine cellars. As well, a pre-action fire suppression system has been designed so that two factors must exist to allow water to flow into the vault (rather than a single trigger).
  - 2) Regarding wall and roof insulation. McRitchie has provided potential cost savings projections from efficiency gained in insulating the walls and/or roof based on gas rate of \$1.73 and a seventy (70) degree interior. (If the auditorium is kept at fifty (50) degrees, the savings would be less.) The potential savings for wall insulation is \$363/1,000 sq. ft. of wall, annually. The potential savings for roof insulation is \$595/1,000 sq. ft. of roof area, annually.

MKA will use these numbers to compare/contrast the potential savings versus the potential cost of insulating.

- 3) Regarding the HVAC systems for the Building. Approximately one hour was devoted to presentation by Bruce and discussion with committee regarding the HVAC needs and design for the building within the limitations of the current physical structure. The result of that conversation are the following notes:
- a) Two-pipe fan coil units (FCUs) will allow us to get through spring/fall fluctuations with small amount of auxiliary electric heat. This does not provide outside ventilation air.
  - b) We also need a ventilation system. Use of CO2 sensors is recommended over O2 sensors because CO2 sensors require less frequent calibration and are a lower cost.
  - c) Little Town Hall and the Main Hall have their own air handlers. The ground floor and main office area (Town Clerk/Manager) each have their own handlers as well for a total of four (4) air handlers.
  - d) We can add CO2 sensors to specific spaces which may require additional ventilation when the main air handling area does not (e.g. ground floor conference room, break room, etc.). Cost would be approximately one thousand dollars (\$1,000) each and the CO2 sensor would override the main sensor for the section of the building.
  - e) Suggested addition of a manually operated (timer knob) auxiliary ventilation for the break room to handle food smells, etc.
  - f) The committee expressed concern about loss of wall/floor space from FCUs particularly in the Treasurer/Collector's office and the Board of Health where space is especially at a premium.
  - g) Occupancy – discussion regarding the differences between occupancy defined for life safety (egress), structural load, and HVAC. They can all potentially be designated differently. Main Hall currently has HVAC design for three hundred fifty (350) occupancy.
  - h) Bruce indicated the need for an updated operational budget estimate taking into account the cost of maintenance for the new HVAC system (we don't currently have an actual HVAC system being maintained). The first year of cost is included with the contractor, and a second year can be purchased, but is not necessarily recommended. It is important to have either a contractor or town employee (custodian) trained to maintain the new systems.
  - i) The rear chimney is possibly blocked. The fire department attempted to identify a clear passage and encountered the hitting of a solid surface by the metal weight dropped from the top. It could be an intentional obstruction or crumbled/fallen brick or other possibility. Bruce will be checking with his mirror to see if he can see anything. As well, it was suggested perhaps a local chimney sweep might have a camera we could use to see inside.

- j) Blythe provided additional information to MKA regarding previous ice build-up on the Warren Street overhang and the rear roofs and the need for it to be addressed.

Upon motion by Kelly McElreath, the meeting adjourned at 11:45 a.m. as the necessary departure of a committee member would have left less than quorum to continue the meeting.

Respectfully Submitted by

Michelle Goodwin  
Acting Secretary  
10 December 2012