



## TOWN OF UPTON, MASSACHUSETTS

### Community Center Building Committee

#### Meeting Minutes

***Date: January 16, 2024***

***Location: UCC IN-PERSON and REMOTE***

#### **A: Call to Order**

Having a quorum, the meeting was called to order at 6:03 pm

#### **B: In Attendance**

Committee Members:

- Paul Flaherty, Vice-chair
- Dee Hakala – NOT PRESENT
- Mike Howell - REMOTE
- Justin Pollard – REMOTE
- Steven Rakitin, Clerk
- Don Spargo – REMOTE

Guests: Steve Kirby, The Vertex Companies - REMOTE  
Matthew Bachtold, Library Director  
Dennis Westgate - DPW Director - REMOTE

#### **C: Discussion**

##### **1. Agenda and Minutes**

A motion was made and seconded to approve agenda for tonight's meeting. Approved by unanimous roll call vote of all members in attendance.

A motion was made and seconded to approve Minutes from November 14, 2023. Approved by unanimous roll call vote of all members in attendance.

##### **2. OPM Update - see attached Vertex presentation**

**Progress since last meeting:**

- HVAC warranty issues mostly resolved
- Recent power loss created new issue for reprogramming of ATC by sub
- Punchlist complete except for COA entry ceiling trim and interior wood column poly - request made to Hutter regarding painter

- All remaining fencing and curb cut/ramp installed

### **Town Projects**

- Committee has submitted an application for funding for the EV Charging Station, working with Commonwealth Electrical
- Possible piano move (\$400 for moving, plus tuning cost and cost of pads, desk mover)
- Additional outlet for kitchen for Meals on Wheels - quote from Mercier (\$1,101)
- Final Certificate of Occupancy – Waiting on Budling Commissioner.

A motion was made and seconded to approve the quote for Mercier to install an electrical outlet in the kitchen and that if an invoice is received before the next meeting, it can be paid. Approved by unanimous roll call vote of the members present.

A motion was made and seconded to approve a not to exceed amount of \$1,000 for a door bell for the service entrance door that would ring in the Meals on Wheels office. Approved by unanimous roll call vote of the members present.

### **Remaining Activities**

- Paint punch list items (Vertex holding final \$15k from Hutter till done)
- DCAMM evaluations for Architect, GC and Fsubs by Vertex
- Finalize Total Project Budget remaining – need PO info
- Pasek Alarm Software for Remote Programming, installation and training - work has been approved but not completed yet. Town Manager work with Pasek to resolve.

### **Approval of Construction Payment Requisitions:**

The following invoices were reviewed by the committee.

1. Vertex Invoice - December 0218074	1,137.50
2. Mr. Fence Invoice 33159 (includes sales tax which has been deducted)	14,596.97
<b>TOTAL</b>	<b>15,734.47</b>

A motion was made and seconded to approve payment of the invoices listed above. The motion was approved by unanimous roll call vote of all members present. Items to be paid from **Capital Construction Acct 3003-192-5800-5810**.

### **3. Facilities Update**

#### **HVAC**

- All air handlers are working correctly. Getting a number of nuisance alarms. Howse is working on this. One of the quiet rooms (124) is cold - not sure why.
- There are two other rooms that have temp issues - call into KMD to discuss. Valves may not be working correctly.
- VFD is still getting knocked out whenever power is out.
- Kitchen heat schedule is being addressed.

### **Lighting Issues**

- Programming is affected whenever there is a power outage and on generator power.
- Cooper was out with Mercier to reset the sensors and restore programming.
- Cooper replaced equipment in electrical room dedicated to lighting controls. Unit may need to be power cycled following power outages. Sensors in Great Room are having issues. Replaced the sensors. Not sure if this will correct the problem.

### **Playground**

- Chain link fence and generator fencing has been installed. Generator fencing is locked with DPW lock.

### **Parking Lot Re-design**

- Ramp work has been completed
- Parking lot re-striping, fire lane and new signage – planned for spring after sealcoating
- HP parking signs need to be permanently mounted

## **4. Other topics not reasonably anticipated by the Chair 48 hours in advance**

Request for funding for two electric griddles and an industrial floor mat (4x8) for service entrance. Electric griddles could generate smoke that would set off the smoke alarms. As an option, we can investigate getting a bigger griddle for the stove which is under the smoke hood.

Industrial mat for service entrance can be covered by the operational budget.

Possible issue with the Charging Station - the two spaces adjacent to the charging station are not ADA compliant as currently exist.

## **5. Public Comments**

None.

## **D: Committee Actions**

1. It was moved and seconded to approve agenda for tonight's meeting. Motion approved by unanimous roll call vote of all members in attendance.
2. It was moved and seconded to approve minutes from November 14th. Motion approved by unanimous roll call vote of all members in attendance.
3. A motion was made and seconded to approve the quote for Mercier (\$1,101) to install the outlet in the kitchen and that if an invoice is received before the next meeting, it can be paid. Approved by unanimous roll call vote of the members present. To be paid from the **Capital Construction Account 3003-192-5800-5810.**
4. A motion was made and seconded to approve a not to exceed amount of \$1,000 for a door bell for the service entrance door that would ring in the Meals on Wheels office. Approved by unanimous roll call vote of the members present. To be paid from the **Capital Construction Account 3003-192-5800-5810.**

5. A motion was made and seconded to approve payment of invoices listed above to be paid from the **Capital Construction Account 3003-192-5800-5810**. Motion was approved by unanimous roll call vote of all members in attendance.

**E: Next Meeting**

Next meeting is scheduled for **March 19 2024 @ 6 pm** In-person and Remote – Community Center

**F: Meeting Adjourned**

Motion was made and seconded to adjourn at 7:05 pm. Motion was approved by unanimous roll call vote of all members in attendance.

Respectfully submitted

Steven R. Rakitin  
Clerk