



## TOWN OF UPTON, MASSACHUSETTS

### Community Center Building Committee

#### Meeting Minutes

**Date: June 11, 2024**

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

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

Having a quorum, the meeting was called to order at 6:10 pm

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

Committee Members:

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

Guests: Steve Kirby, The Vertex Companies - REMOTE  
Matthew Bachtold, Library Director  
Tania Papparazzo - Elder and Social Services Director  
Dennis Westgate - DPW Director/Facilities Manager - REMOTE  
Chris Leaver - T2 Architects - 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 April 30, 2024. Approved by unanimous roll call vote of all members in attendance.

##### **2. Facilities Update**

###### **Freezer Update**

T2 notified the committee that Singer-Kitteridge has agreed to replace the freezer. Timeframe to be provided by T2.

## **Sealcoating**

- Dennis has a quote for \$1,525 to seal coat remaining portions of the parking lot in and around the VFW building. Sealcoating to be done June 12<sup>th</sup>.
- Still waiting for a quote on the bollards for the HP Parking signs.
- Several parking spaces need to be corrected to be ADA compliant. They will be blacked out and re-painted. Waiting for discussions with Nitsch on the line painting that was done originally - that was not as specified. Need assistance from Vertex to resolve issue of responsibility.
- New signs and arrows requested by Chief Bradley at both entrances will be added along with fire lane markings.

## **HVAC**

- All filters have been replaced. Will be scheduled for replacement every 6 months.
- KMD providing hoods for condensers - ordered and to be delivered

## **Building**

- Building was inspected by a pest control company as required by state BoH - estimated at \$2,000 yearly. Included in annual town budget.

## **Mailbox**

- Mailbox - Town will buy it and Dennis will install per Upton Postmaster.

## **Doors**

- A few doors need adjustment

## **Trash Bins**

- Trash bins have been modified to keep raccoons out. Cleaners have been informed about this.

## **Landscaping**

- Stone dust and mulch will be added over the summer

## **PIP Surface**

- We have to send documents to PIP company to maintain the 10 year warranty

### **3. Requests from Elder and Social Services**

- Request for grab bars and raised toilets in Women's Rest Room stalls

We discussed the need for installing grab bars in two stalls in the Women's Rest Room. Chris Leaver suggested using a replacement set that is about 2-3" higher. He has provided a link to an acceptable seat that could be used. Dennis agreed to install both new seats and grab bars.

- New sign for Exercise Room

Heather MacKenzie from Sunshine Sign says the sign should be ready end of this week. She may come by on Friday to install it.

- Additional tables

Tania will order additional tables or two for the ESS Program Room (formerly Exercise Room)

- Bench for outside by van drop off

There was a request that a bench be installed near the van drop-off so seniors can wait in the warmth of the sun for the van. We have an extra bench so can look into this.

### **4. Approval of Payments:**

The following charges were approved the committee.

1. Wakefield Movers - boxes	812.00
2. Frontline Fitness - move equipment	425.00
3. File Cabinet - Katie's office	154.99
4. Mercier Elec - outlet, doorbell	1,721.00
5. 2 Tables for Exercise Room	1,090.00
6. Sunrise Sound - microphones	1,548.40
7. Vertex	437.50
8. Vertex	1,137.50
<b>TOTAL</b>	<b>7,326.39</b>

All items to be paid from Capital Construction Acct 3003-192-5800-5810.

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

State BoH inspector came and inspected the kitchen. Everything was in order.

We will order a flat top grill for the stove from Westerman in Worcester

## **6. 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 April 30th. Motion approved by unanimous roll call vote of all members in attendance.

## **E: Next Meeting**

Next meeting scheduled for **August 13, 2024 @ 6 pm** In-person and Remote – Community Center

## **F: Meeting Adjourned**

Motion was made and seconded to adjourn at 6:55 pm. Motion was approved by unanimous roll call vote of all members in attendance.

Respectfully submitted

Steven R. Rakitin  
Clerk