



TOWN OF UPTON, MASSACHUSETTS

Community Center Building Committee

Meeting Minutes

Date: December 17, 2024

Location: UCC IN-PERSON and REMOTE

A: Call to Order

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

B: In Attendance

Committee Members:

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

Guests: Steve Kirby, The Vertex Companies
Matthew Bachtold, Library Director
Tania Papparazzo, Elder and Social Services Director - REMOTE
Dennis Westgate, DPW Director/Facilities Manager – REMOTE
Chris Leaver and Peter Turowski – 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.

2. Meeting Minutes

A motion was made and seconded to approve Minutes from June 11, 2024. Approved by unanimous roll call vote of all members in attendance.

3. OPM Final Update

DCAM Evaluations were sent to Town Manager and will be submitted to DCAM.
Remaining balance in Construction Account: \$481,387

Energy credits \$17,500

4. Facilities Director FINAL Update

Coming up on expiration of warranties. Training in-house staff in replacing filters.

Kitchen vent hood and grease trap have been cleaned and certified. Vent hood on annual schedule. Grease trap cleaned twice a year.

Mailbox will be installed next week.

Hoods installed on all HVACs.

Parking lot restriping completed, and signs installed at entrance.

Plumber who came out to look at toilets needs to come back with a more experienced person and look at as-built drawings. Want to provide options for grab bars.

Suggested we contact Irvine who was the Hutter's plumber and would be very familiar with design and installation. Steve K to provide contact info to Dennis.

Issues with cleaners – Town Manager and Dennis met with them. Tania and Matthew haven't really noticed any improvement. Hours were pushed back so they would be in building alone. Cleaning manager asked Dennis for feedback. Bathrooms have been good. Issues were with floors in large rooms. Weren't replacing hand soap and paper towels in bathrooms.

New contract signed with Cintas to install mats throughout building and replace them frequently during winter. Mats should be in place in service entrance hallway.

Need to order additional trash cans. Funded from building maintenance not construction account.

5. Review and approve Annual Report

Sense of the committee to approve the building committee annual report with minor changes.

6. Other topics not reasonably anticipated by the Chair 48 hours in advance

None.

7. Public Comments

None.

8. Vote to dissolve Building Committee

It was moved and seconded to dissolve the Building Committee. Motion approved by unanimous roll call vote of all members in attendance.

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 June 11th. Motion approved by unanimous roll call vote of all members in attendance.
3. It was moved and seconded to dissolve the Building Committee. Motion approved by unanimous roll call vote of all members in attendance.
4. It was moved and seconded to preapprove the final meeting minutes. Motion approved by unanimous roll call vote of all members in attendance.

E: Meeting Adjourned

Motion was made and seconded to adjourn at 6:45 pm. Motion was approved by unanimous roll call vote of all members in attendance.

Respectfully submitted

Steven R. Rakitin
Clerk