



TOWN OF UPTON, MASSACHUSETTS

Community Center Building Committee

Meeting Minutes

Date: March 19, 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
Peter Turowski and 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 January 16, 2024. Approved by unanimous roll call vote of all members in attendance.

2. OPM Update - see attached Vertex presentation

Progress since last meeting:

- Punch list still open on two remaining areas needing painting.
- Coming up on one year warranty - April 7th

- Planning a one-year warranty walk-thru on Friday March 29th with Peter, Chris and Steve K. Hutter was invited.

Freezer Update

- Traulsen Freezer was serviced by Ace on Monday - two sensors replaced, and freezer appears to be functioning for now.
- Rejection/replacement letter was sent to Traulsen Monday March 18.
- Monday afternoon we received letter from Traulsen denying claims.
- Singer/Kitteridge was the agent who purchased the kitchen equipment.
- Gaskets were present but were defective which likely contributed to some of the issues. This was raised before occupancy.
- Extended warranty - 3 years P&L plus 2 years additional on compressor
- Gaskets, condenser, fan motor and sensors have been replaced
- Freezer was delivered in December 2022 - Traulsen claims that's when warranty begins.
- Substantial completion date was April 7, 2023.
- Peter and Steve K will draft a response to Traulsen including the dates of when repairs were made. Need photos showing evidence of frost when gaskets were not working.
- According to Chris, the training for the freezer was on July 25th. This could be considered first date of use.

Condensers

- Peter and Chris drafted a non-compliance letter to be sent to Hutter which indicates that the units are not the required 30" clearance from the roof overhangs.
- One option is to extend the pads and re-locate the units
- Other option is to add condenser hoods - our preference
- T2 drafted letter outlining issue of non-compliant work
- Peter suggested sending the letter to Hutter requesting that Hutter arrange for and pay for installation of the hoods on the condensers.

Remaining Activities

- Paint punch list items (Vertex holding final \$15k from Hutter till final items are done)

Approval of Construction Payment Requisitions:

The following invoices were reviewed by the committee.

1. Vertex Invoice - January 2024 222974	612.50
TOTAL	612.50

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

Parking Lot Re-design

- Parking lot re-striping, fire lane and new signage – planned for spring after sealcoating
- Dennis is looking into the original striping and whether that striping met specifications.
- HP parking signs need to be permanently mounted.

Town Projects

- Additional outlet in kitchen and doorbell for Meals on Wheels - installed
- Final Certificate of Occupancy has been issued for building not parking lot
- Mailbox - Town will buy it and Dennis will install
- Moving date for exercise equipment is Friday April 5 - to Town Hall lower level
- Application for funding for the EV Charging Station has been submitted Commonwealth Electrical. Waiting on written waiver for slope of parking space.

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

- Request for handrails for non-handicapped stalls in Ladies restroom in Senior Center. It may not be possible to install handrails to the partitions because they are not designed to support the weight. A handrail that could attach to back wall and hinge down may be a possibility.

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 January 19th. Motion approved by unanimous roll call vote of all members in attendance.
3. A motion was made and seconded to approve payment of invoice 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 scheduled for **April 30, 2024 @ 6 pm** In-person and Remote – Community Center

F: Meeting Adjourned

Motion was made and seconded to adjourn at 7:22 pm. Motion was approved by unanimous roll call vote of all members in attendance.

Respectfully submitted

Steven R. Rakitin
Clerk