



## TOWN OF UPTON, MASSACHUSETTS

### Community Center Building Committee

#### Meeting Minutes

***Date: April 30, 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 – 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

#### **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 March 19, 2024. Approved by unanimous roll call vote of all members in attendance.

##### **2. OPM Update**

###### **Condenser Update**

- KMD agreed to install hoods on 2 of 3 condensers - not done yet.

### **Freezer Update**

- T2 sent a letter to Hutter on April 17<sup>th</sup> regarding the freezer issues requesting a response in 7 days.
- Ace Service called Paul on April 24<sup>th</sup> stating they received a warranty request from Traulsen.
- Still waiting on Ace to arrive to perform service. Scheduled for this week.
- 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.
- According to Chris, the training for the freezer was on July 25<sup>th</sup>. This could be considered first date of use.

### **Remaining Activities**

- Paint punch list items have been completed
- Vertex recommends releasing final \$15k from Hutter

A motion was made and seconded to approve releasing of remaining funds to Hutter. Motion was approved by unanimous roll call vote of members present.

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

The following invoices were reviewed by the committee.

1. Frontline Tech (move exercise equipment)	425.00
2. Sunset Sound (microphones and stands)	1,525.00
<b>TOTAL</b>	<b>1,950.00</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**

#### **Sealcoating**

- Dennis has a quote for \$1,525 to seal coat remaining portions of the parking lot in and around the VFW building. The work would be done during the week and may impact parking.
- HP parking signs need to be permanently mounted once the sealcoating is completed
- Several parking spaces need to be corrected to be ADA compliant. They will be blacked out and re-painted. Also, signs and arrows requested by Chief Bradley at both entrances will be added along with fire lane markings.

## **HVAC**

- Systems are working well.
- High pitched sound from Pump #1

## **Lighting**

- Lighting control system has to be manually reset every time there is a power outage. Working with Mercier and Cooper to see if there is a battery backup that can be installed.

## **4. Requests from Director of Elder and Social Services**

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

We discussed the need for installing grab bars in two stalls in the Women's Rest Room.

Steve Kirby reviewed the specs for the partitions and found that they are solid core which would provide better support if grab bars were attached.

We also discussed replacing the two existing toilets with chair-height toilets and asking T2 why this wasn't included in the original design.

Dennis will ask his plumber for a quote to replace the toilets. Grab bars can be installed by Facilities.

- Request for two additional tables for re-purposed Exercise Room

Two additional flip-top tables with wheels are needed for programs planned for this room. They can be purchased online for about \$500 apiece including shipping. Assembly will be required. Tania to work with Joe Laydon on this.

- Request to change sign on Exercise Room

Requested a quote from Sunshine Signs for a new sign for this room. Need to determine if the sign needs to include room capacity.

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

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

None.

## **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 March 19th. Motion approved by unanimous roll call vote of all members in attendance.

3. A motion was made and seconded to approve releasing of remaining funds to Hutter. Motion was approved by unanimous roll call vote of members present.
4. 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.**

**E: Next Meeting**

Next meeting scheduled for **June 11, 2024 @ 6 pm** In-person and Remote – Community Center

**F: Meeting Adjourned**

Motion was made and seconded to adjourn at 7:25 pm. Motion was approved by unanimous roll call vote of all members in attendance.

Respectfully submitted

Steven R. Rakitin  
Clerk