

MEETING MINUTES FOR DPW Building Committee

I. MEETING DETAILS

Chairperson: John Westerling

Secretary: Jon Moen

Date: 05/20/2025

Time: 7:00PM

Location: Upton Town Hall

Street Address: 1 Main Street room 203

City: Upton

State: M.A. Zip: 01568

II. ATTENDANCE

- ☒ Dan Lazarz
- ☐ Andy Leonard
- ☒ Paul Flaherty
- ☒ Jon Moen
- ☒ David O'Brien
- ☒ John Westerling
- ☐ John Johnson
- ☒ Dennis Westgate
- ☒ Joseph Laydon
- ☒ Denise Smith
- ☒ Steve Kirby
- ☒ Jon Lemieux
- ☒ Mike Richard
- ☒ Tony Wespiser
- ☐ JP Parnas
- ☐
- ☐

III. CALL TO ORDER

Paul calls the meeting to order. No minutes were completed from last meeting.

IV. OLD BUSINESS

Vertex was awarded the contract for OPM. They issued out an RFP and Weston and Samson was the only contractor to apply.

V. NEW BUSINESS

Vertex gave an overview of what has happened in the past 2 months with the award process, who they picked how they negotiated the pricing and the identified contingency.

Vertex reviewed anticipated milestone dates.

Short Term Look ahead was reviewed including the execution of the designer Weston and Sampson (W&S).

Reviewed billings and approved proceeding with the billings proposed in the contract. Agreed that the committee does not need to review this monthly as long as they are following the proposed billing schedule.

W&S put together a presentation recapping who they are and what they do. We then proceeded to review moved over to reviewing the project concept and schedule.

Dan Lazarz has a motion to accept S&W contract as presented. David O'Brien seconded the contract. Contract approved by Dan Lazarz, Paul Flaherty, Jon Moen, David O'Brien and John Westerling in a roll call vote.

A follow-up meeting will be scheduled by Vertex once they have more information to review with the committee.

Vertex suggested adding a public comment area in the meeting agenda moving forward.

VI. ADJOURNMENT

David O'Brien called for the meeting to end at 7:59pm seconded by Jon Moen and approved by Dan Lazarz, Paul Flaherty, Jon Moen, David O'Brien and John Westerling in a roll call vote.

Minutes submitted by: Jon Moen Date: 5/20/2025