



TOWN OF UPTON, MASSACHUSETTS

Community Center Building Committee

Meeting Minutes

Date: September 12, 2023

Location: UCC IN-PERSON and REMOTE

A: Call to Order

Having a quorum, the meeting was called to order at 6:00 pm

B: In Attendance

Committee Members:

- Paul Flaherty, Vice-chair
- Dee Hakala
- Mike Howell
- Justin Pollard – REMOTE
- Steven Rakitin, Clerk
- Don Spargo – REMOTE

Guests: Steve Kirby, The Vertex Companies - REMOTE
Libby Turowski and Chris Leaver - T2 Architects – REMOTE
Matthew Bachtold, Library Director
Dennis Westgate – DPW and Facilities Director

C: Discussion

1. Agenda and Minutes

Agenda for tonight's meeting approved by unanimous roll call vote of all members in attendance. Minutes from August 22, 2023 were approved by unanimous roll call vote of all members in attendance.

2. OPM Update - see attached Vertex presentation

Progress since last meeting:

- Punchlist – final monetized punch list created
- Kitchen equipment training completed – videos received
- Parts for freezer on order (freezer cost is \$6,500)
- Landscaping maintenance ongoing
- Closeout O&Ms approved and currently being printed

- HVAC issues continuing – KMD replaced Smart Wheel AHU2 but the unit is not working properly (noise issue). KMD coming out. On Sept 19, manufacturer’s reps coming out.

Schedule Look Ahead:

- Kitchen appliances warranty issues – freezer (seals) and steam table (automatic water filling valve not closing all the way)
- Final CoA to be issued to Town - Building Inspector indicated he want parking lot work done first. This work has nothing to do with Hutter. TCoA expires end of this month.
- DCAMM contractor evaluation documents for GC and Fsubs need to be filled out by VTX, issued and signed by TM and VTX. VTX to distribute to DCAMM

Appliance Issues:

- The manufacturer has ordered replacement parts for freezer.
- Committee discussed options to get the freezer repaired/replaced by writing a letter to manufacturer. Vertex to draft letter.
- Steam table part on order

Other Issues:

- Drainage at playground stone dust path – DPW working on pricing for drainage pipe
- Lowering mulch height flush with stone dust was completed
- Repair stabilized stone dust

Incentives from Eversource and National Grid:

- \$32,431 expected from Eversource - awaiting trending data
- \$14,582 expected from National Grid – confirm if this was received
- Incentives used by town to reduce bond payment

Approval of Construction Payment Requisitions:

The following invoices were reviewed by the committee.

1. Hutter Application for Payment #21	284,607.99
2. Vertex July Invoice 0210289	1,925.00
3. T2 Invoice 20-05-32 August	2,640.00
4. Hutter Application for Payment #21 – Playground work	9,219.00
TOTAL	298,391.99

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 1-3 to be paid from **Capital Construction Acct 3003-192-5800-5810**.

Item 4 to be paid from **CPA Playground Acct 2429-621-5700-5700**.

3. Facilities Update

Parking Lot Re-design

Updated drawing provided by Nitsch received today. Drawing shows a net increase of about 15 parking spaces. It was moved and seconded to approve the parking lot re-design based on the drawing from Nitsch dated Sept 12 2023. Approved by unanimous roll call vote. Next steps – plan to be reviewed with VFW.

Gutters

Gutters back of building are still leaking – DW has a video.

Fencing

Adding chain link by slope in playground. Mr. Fence has ordered the fencing materials. Will be meeting with drainage contractor once selected. LaFrance will be providing a quote.

AHU2

Smart Wheel has been replaced but unit is still very noisy. Factory Reps coming out Sept 19 to review on-going issues with AHU2.

Therapeutic Swing Latch Issue

The latch on the swing is not working. DPW has removed the swing pending replacement parts from Cindy Maak of Site Specifics.

4. Architect Update

Monetized Punch List – total remaining \$42,189.39

Stone dust path – Nate Burgess provided a sketch of the work required to address the water issue. This will be use by DW to solicit bids for doing the work.

Consensus from committee is to move forward with this solution.

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

New dedication sign – will be installed tomorrow.

Walkways behind building are overrun by seagrass. Photos to be sent to Nate. Maybe we could get some volunteers to be responsible for maintenance on the grounds.

Town Manager has asked the committee if we could use some construction funds to purchase utensils for the kitchen. Committee was in favor of this as there was a line item in the original budget for kitchen supplies.

4. 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 amended minutes from August 22nd. Motion approved by unanimous roll call vote of all members in attendance.

3. It was moved and seconded to approve the parking lot re-design based on the drawing from Nitsch dated Sept 12 2023. Approved by unanimous roll call vote.
4. A motion was made and seconded to approve payment of invoices 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.
5. A motion was made and seconded to approve payment of invoices listed above to be paid from the **CPA Playground Acct 2429-621-5700-5700**. Motion was approved by unanimous roll call vote of all members in attendance.

E: Next Meetings

Next meeting is scheduled for **October 17, 2023** at **6 pm** In-person and Remote – Community Center

F: Meeting Adjourned

Motion was made and seconded to adjourn at 7:15 pm. Motion was approved by unanimous roll call vote of all members in attendance.

Respectfully submitted

Steven R. Rakitin
Clerk

An aerial photograph of a large, single-story community center building with a grey roof and red and white siding. The building has a central entrance with a covered porch. In the foreground, there is a paved parking lot and a playground area with colorful equipment. The background shows a residential neighborhood with trees and other houses.

Upton Community Center Project Community Center Building Committee Meeting

Via Zoom and In Person
September 12, 2023

Progress since last meeting:

- Kitchen equipment training – videos rec'd
- HVAC and lighting issues mostly resolved
- Punchlist – final monetized. Minor issues to complete
- Thursday job meetings winding down
- Closeout docs approved – being printed

Schedule look-ahead:

- Kitchen equipment warranty issues – Freezer and steam table - ongoing
- Final CO – Building Dept wants parking redesign work complete first. This work is not by Hutter
- DCAMM evaluations for Architect, GC and Fsubs by Vertex

Other issues:

- **Drainage at playground stabilized stone dust path**
 - Add drainage pipe below EWF – by Town subcontractor
 - Add chain link fence at top of slope – by Town subcontractor
 - Lower loam height flush with stone dust – Hutter - complete
 - Repair stabilized stone dust disturbed by new work – By Town subcontractor

- **Redesign of parking lot**
 - Town to complete

- **NG and ES Incentives**
 - Ongoing data requests – New trending info

- **Fencing**
 - Additional fencing at generator and condensing units – By Town subcontractor



INVOICE APPROVALS

Vendor	Invoice	Amount	Description
Hutter Construction	21	\$293,826.99	Application for Payment 21 – thru Aug 2023 (Retainage Reduction to monetized punchlist value) Capital \$284,607.99; CPA \$9,219.00
Vertex	210289	\$1,925.00	OPM services - August 2023 Capital \$1,925.00; CPA \$0.00
Turowski2	20-05-32	\$2,640.00	Designer services CA Aug 2023 Capital \$2,640.00; CPA \$0.00
		\$0.00	
	TOTAL	\$298,391.99	