



TOWN OF UPTON, MASSACHUSETTS

DPW Building Committee

Meeting Minutes

Date: October 8, 2025

Location: REMOTE

A: Call to Order

Having a quorum, the meeting was called to order at 7:00 pm

B: In Attendance

Committee Members:

- Paul Flaherty, Chair
- John Johnson
- Dan Lazarz – NOT PRESENT
- Andy Leonard
- David O'Brien
- Steven Rakitin, Clerk
- John Westerling
- Dennis Westgate, DPW Director

Guests: Steve Kirby, The Vertex Companies – NOT PRESENT
Matt Sturz, The Vertex Companies
Anthony Wespiser, Weston & Sampson
Marie Kitchen

C: Discussion

1. Agenda

A motion was made and seconded to nominate Steve Rakitin as clerk. Approved by unanimous roll call vote.

2. Minutes

Minutes from Sept 24 were not discussed.

3. Vertex Update – Matt Sturz

- Presentation attached to the minutes.
- Project Milestones were discussed

- Fall TM Request for Phase 2 Design (DD/CD/PQ/Bidding) funds
- Phase 2 Design to Bidding Funding Request

4. W&S Update – Tony Wespiser

- W&S update included in the Vertex Presentation
- Some fill material found at the site as part of geotechnical report, no deeper than 2 ‘
- Issue can be addressed in construction contract documents
- Hazardous building materials – asbestos and lead. No asbestos, none paint chip samples tested came back above acceptable limits. May need to include in contract documents to handle low lead levels to protect workers.
- Cost difference between renovation and new construction – W&S needs to do additional work on this question. Could be a few weeks. W&S needs to do more thorough evaluation of building materials, ability of existing roof to support solar, etc.
- SD plan set contents were discussed. Narratives rather than plans and SD cost estimates from independent cost estimator.
- Formal and informal meetings would be planned with Planning, Zoning, and ConCom boards.

5. Building Layout/Site Plan Selection

- Dennis’ preference is for Option 3
- The committee is still considering the 4 options and is not ready to vote on selecting an option.

6. Discussion – Community Outreach

- Poster boards were displayed on Heritage Day at Common and Fire Station
- Dennis would like to have them on display at Town Hall and Community Center
- It was suggested that the committee try to get a table for the Bloomer Girls Craft Fair at BVT
- Public outreach meeting scheduled for October 29th at the Community Center. This would be a dry run for the Special Town Meeting presentation. Deadline for completion of this presentation is Oct 22nd. Needs to be widely publicized.
- There is a QR code on the posters that can be connected to information posted on Town Website – need support from Kathleen or IT for this.

7. Discuss Committee’s Next Step

- Working group meetings October 15th and 22nd – to work on details of presentation
- STM Presentation – decide who will be involved
- FinCom and BoS need to vote on articles for STM, will be approved by next Tuesday.
- Need to know the cost impact from Financial Director
- Need local champions who can promote the project in the Town.

8. 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 appoint Steve Rakitin as Clerk. Motion approved by unanimous roll call vote of all members in attendance.

E: Next Meeting

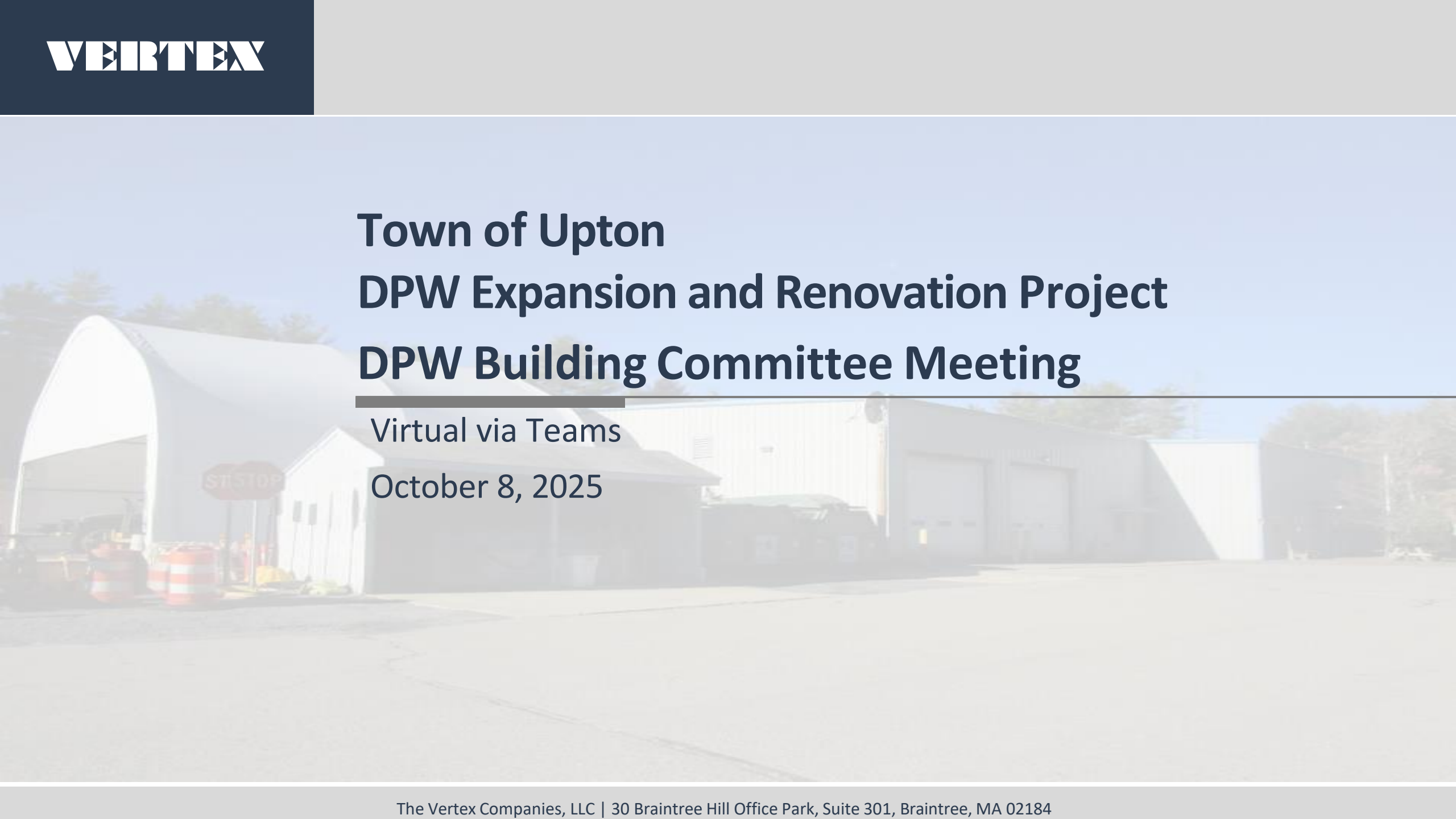
Next meeting scheduled for **October 22nd at 7pm.**

F: Meeting Adjourned

Motion was made and seconded to adjourn at 8:08 pm. Motion was approved by unanimous roll call vote of all members in attendance.

Respectfully submitted

Steven R. Rakitin
Clerk

A faded background image of a large, white, industrial-style building with a curved roof, likely a DPW (Department of Public Works) building. There are orange and white striped traffic barrels in the foreground on the left, and a "STOP" sign is visible. The building has several large garage doors and windows. The sky is clear and blue.

Town of Upton DPW Expansion and Renovation Project DPW Building Committee Meeting

Virtual via Teams

October 8, 2025

3. OPM Report

- SD Progress Update
- Schedule/Milestones Recap
- Warrant language
- Confirm Town Meeting presentation details

4. Architect Report

- Schematic Design
 - Geotechnical Investigation report
 - Site Plan Options #1 – 4: Discussion
 - Renovation vs. New construction – cost differences
 - SD plan set including existing conditions, phasing, architectural, civil, elevations, Code, industrial equipment
 - SD Narratives
 - SD Cost Estimate
 - Planning, Zoning, and ConCom meetings

5. Building Layout/Site Plan Selection – Options #1 – 4: Select and Vote

6. Discussion – Public Outreach and Fall 2025 Town Meeting

- Heritage Day (9/27/2025): Discuss results and feedback
- Upton Technology – DPW BC Website updating status
- Other Community Outreach events
- Discussion of Fall 2025 Town Meeting

Schematic Design Progress since previous BC Meeting:

- **Hazardous Materials Survey – Report received 10/8/25**
- **Geotechnical Investigation – Report received 10/8/25**
- **Heritage Day – September 27, attended by DPW BC, VTX, W&S**
- **Poster boards and flyers prepared by W&S**
- **SD Site Plan Options #1- 4 – WS to provide update as of 10/8/25**
- **DPW BC members – Jon Moen has resigned. Steve Rakitin has volunteered to fill the position and was appointed by the Select Board on 10/7/25**

Anticipated Milestone dates:

- **May to October 2025** - Phase 1 - Schematic Design
- **September to November 2025** - Community Outreach
- **November 4, 2025** - Town Meeting request for Phase 2 Design (DD/CD/PQ/Bidding) funds
- **November 2025 to May 2026** – Phase 2 - DD/CD/PQ/Permitting
- **January 2026 to May 2026** - Community Outreach
- **March to April 2026** – Budget review with all applicable Boards and Committees
- **May 2026** – Town Meeting and Ballot request for Construction funds using CD estimate
- **May to June 2026** – Bidding upon approval at TM and Election/Ballot
- **July 2026 to February 2028** – Construction - 18 to 20 months
- **March 2028** - Closeout

Phase 2 – Design to Bidding Fund Request

• Designer fee	\$1,968,000
• OPM fee	\$ 297,613
• Other soft costs	\$ 118,000
• 5% Contingency	<u>\$ 119,180</u>
• TOTAL	\$2,502,794

Warrant Language is being finalized by 10/20/25.

W&S Status Update:

- Schematic Design
 - Geotechnical Report
 - Site Plan Options 1-4 - Discussion
 - Ongoing Study: Renovation vs. New Construction Cost Delta
 - SD Plan Set (Existing Conditions, Phasing, Architectural, Civil, Elevations, Code, Industrial Equipment)
 - SD Narratives
 - SD Cost Estimate
 - Planning, Zoning, Conservation Commission Meetings

Building Layout/Site Plan Selection - Discussion:

- Conceptual Design Options #1 - 4
 - Option #1 – Reuse of existing building with upgrades
 - Option #2 – All new with phased construction
 - Option #3 – All new with phased construction for Admin building
 - Option #4 – All new, no phasing. Consolidates Option #3

Community Outreach:

- Start September 2025
 - ~~○ Heritage Day – Saturday 9/27 9:00 to 2:00 – Two tables at Common and Fire Station with poster boards~~
 - ~~○ Attending – W&S, VTX, DPW BC~~
- Additional Community Briefings/Listening Sessions -TBD
- Target group – All residents
- Option to be In-person, remote, and hybrid
- Location – Town Hall, Community Center, DPW (video for website)
- Poster boards, PPT presentations, Flyers, tax calculator **WS to drop off**
- FAQs – Post on Town website **In Progress w/ W&S, Upton IT**
- On-line public comment period 2 to 4 weeks. **Upton IT Dept. to set this up**
- Updates on Town website – floor plans, site plan – **Needs Updating**
- QR code access
- Assist from W&S and Vertex

Fall 2025 Town Meeting:

- Town Meeting – November 4, 2025
- Warrant Article language **(due date: 10/20/25)**
- Phase 2 Design funding - \$2,502,794
- Town Meeting Presentation – 15 to 20 minutes, select presenters
- Location – Nipmuc Regional High School Auditorium - 7:00PM
- Attended by DPW BC , W&S, and Vertex

THANK YOU

