



# TOWN OF UPTON, MASSACHUSETTS

---

## Community Center Building Committee

### Meeting Minutes

**Date: October 17, 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 - REMOTE
- Dee Hakala – NOT PRESENT
- Mike Howell
- Justin Pollard – REMOTE
- Steven Rakitin, Clerk
- Don Spargo – REMOTE

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

#### **C: Discussion**

##### **1. Agenda and Minutes**

Agenda for tonight's meeting approved by unanimous roll call vote of all members in attendance. Minutes from September 12, 2023 were approved by unanimous roll call vote of all members in attendance.

##### **2. OPM Update - see attached Vertex presentation**

**Progress since last meeting:**

- HVAC issues mostly resolved. New software issue with KMD and Howse. Warranty issue.
- Punchlist mostly complete, few small items remain
- Close-out documents received from Hutter
- Additional work being done by town

**Appliance Issues:**

- The manufacturer has ordered replacement parts for freezer. Still waiting
- Steam table solenoid valve replaced. Steam table plumbed to hot (per drawing) should be cold per instruction manual. Shared cost between T2 and Singer
- Final CoO – internal to town
- DCAMM Evaluations for Architect, GC and Final Subs by Vertex
- Waiting on final Pos for total budget summary – roughly \$344k under budget

**Incentives from Eversource and National Grid:**

- \$32,431 expected from Eversource – incentives issued – need actual
- \$14,582 expected from National Grid – incentives issued – need actual
- Incentives used by town to reduce bond payments

**Budget**

- Playground account is down to zero
- Finance Director reports about \$500k in construction acct

**Parking Lot**

- Ramp work to be done in October = about \$8k
- Parking lot repainting to be done by Town – maybe next spring

**Punchlist Items**

- Hold down clips in CoA vestibule
- Glulam finish

**Approval of Construction Payment Requisitions:**

The following invoices were reviewed by the committee.

1. Hutter Application for Payment #22	NTE	15,050.00
2. Vertex Invoice 0212636		962.50
3. T2 Invoice 20-05-33		1,716.29
4. WB Mason Invoice 237445730		23,928.15
5. WB Mason Invoice 238089380		1,087.15
6. COR Invoice 223382 Furniture		6,434.84
7. COR Invoice 223757 Wiring of outlets for computer table		759.00
8. Nitsch Engineering 83126 Parking Lot		2,957.50
9. Nitsch Engineering 83371 Parking Lot		645.00
<b>TOTAL</b>		<b>53,540.43</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.**

## 5. Facilities Update

### Playground

- Drainage pipe cost \$4,750 to be installed this Friday - playground closed Friday
- Chain link fence will be installed within a week after drainage
- Therapeutic Swing was replaced

### Parking Lot Re-design

- Ramp work to begin in October. Estimated cost about \$8k
- Parking lot re-striping can't be done by DPW until ramp work is done – likely spring
- Additional seal coating needs to be done before line painting – may not be done till spring
- May need to come before Planning Board if changes were going to be made near ball fields. We will not perform work that VFW is not in favor of.
- HP parking signs need to be permanently mounted. Hopefully before winter.

### HVAC Equipment

- AHU4 issue reheat wheel in alarm and failed. Called KMD and they were on-site today.
- New circuit boards/software to be delivered for all air handlers.
- Building seems to be maintaining temp even with these issues.

### Miscellaneous Issues

- Paul M. may have detected that some sewer traps may have been dried and sewer gas smell. He poured some hot water down and that corrected the drain.
- Mercier has corrected the lighting sensors in the library.
- Irvine Plumbing coming back to fix steam table.
- Trap primer installation for floor drains per contract to be reviewed

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

None

## 7. 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 September 12<sup>th</sup>. Motion approved by unanimous roll call vote of all members in attendance.
3. 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.

## E: Next Meetings

Next meeting is scheduled for **November 14<sup>th</sup>** at **6 pm** In-person and Remote – Community Center

**F: Meeting Adjourned**

Motion was made and seconded to adjourn at 6:40 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, modern community center building. The building has a grey roof and red and white exterior walls. It features a central entrance with a covered walkway and a ramp. To the left, there is a playground with colorful equipment. A parking lot is visible in the foreground. The building is surrounded by trees and other residential buildings in the background.

# Upton Community Center Project Community Center Building Committee Meeting

Via Zoom and In Person

October 17, 2023

## Progress since last meeting:

- HVAC issues mostly resolved; new software issue
- Punchlist – complete. Warranty issues ongoing
- Thursday job meetings – last one was 10/12/23
- Closeout docs approved – sent by Hutter; rec'd at CC today
- Additional work being performed by Town – parking lot, fencing (PG, generator, condensers), PG drain

## Schedule look-ahead:

- Kitchen equipment warranty issues – Freezer parts ordered; and steam table CW connection is shared cost.  
To be completed
- Final CoO – Internal to Town
- DCAMM evaluations for Architect, GC and Fsubs by Vertex
- Finalize Total Project Budget – need PO info

## 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
  - Repair stabilized stone dust disturbed by new work – By Town subcontractor
  
- **Redesign of parking lot**
  - Town to complete
  
- **NG and ES Incentives**
  - Checks should have been rec'd and will be included in budget
  
- **Fencing**
  - Additional fencing at generator and condensing units – By Town subcontractor
  
- **Kitchen**
  - Freezer seals and steam table cold water connection.





# INVOICE APPROVALS

Vendor	Invoice	Amount	Description
Hutter Construction	22	NTE \$15,050.00	Application for Payment 22 – Final Capital \$15,050.00; CPA \$0.00
Vertex	212636	\$962.50	OPM services - September 2023 Capital \$962.50
Turowski2	20-05-33	\$1,716.29	Designer services - CA Sept 2023 Capital \$1,716.29
Nitsch	83126	\$2,957.50	Parking lot redesign – 7/30 to 8/26/23
Nitsch	83371	645.00	Parking lot redesign – 8/27 to 9/30/23
Creative Office Resources	223382	\$6,434.84	Furniture
Creative Office Resources	223757	\$759.00	Outlet wiring for computer table
	SUBTOTAL	\$28,525.13	



# INVOICE APPROVALS

Vendor	Invoice	Amount	Description
WB Mason	237445730	\$23,928.15	Furniture – Final 15%
WB Mason	238089380	\$1,087.15	Furniture – Final 15%
	<b>TOTAL</b>	<b>\$53,540.43</b>	