



# TOWN OF UPTON, MASSACHUSETTS

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## Community Center Building Committee

### Meeting Minutes

**Date: February 25, 2020**

**Location: Town Hall, Main Street**

#### **A: Call to Order**

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

#### **B: In Attendance**

Committee Members:

- Jim Brochu, Chair
- Paul Flaherty, Vice-chair (left at 7:40)
- Dee Hakala
- Mike Howell
- Justin Pollard
- Steven Rakitin, Clerk
- Jay Rodriguez

Guests: Kelly McElreath, Town Clerk and Assistant to the Town Manager  
Matthew Bachtold, Library Director and Steering Committee Adjunct Member

#### **C: Discussion**

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

Reviewed and approved agenda for tonight's meeting.  
Reviewed and approved minutes from Feb 11<sup>th</sup> REVISED to reflect Completed items.

##### **2. Discuss evaluations of OPM responses**

The committee reviewed the evaluations of the nine OPM submissions.

##### **3. Agree on short list of respondents to invite in for interviews**

The committee agreed on three finalists: Vertex, P3 and Collier.

For interviews, each company would have 45 min. The committee will come up with a set of questions that we would ask each finalist.

##### **4. Set date, time and location for interviews**

Interviews will be held on **Tuesday March 10<sup>th</sup> @ 5pm at BVT**

**5. Discuss project timeline**

We reviewed the first draft of the project timeline and made a few adjustments. Once the OPM is on-board, this will become their responsibility.

**6. Discuss Architect RFP prepared by Feasibility Committee**

We can review it after we make the OPM recommendation on March 10th. Again, preparing the RFP for Architect will be another OPM responsibility.

**7. Discuss asking Steering Committee to do project PR**

We asked Matthew if the Steering Committee is on-bard with doing PR for the project. He said they are and asked about using the *imagineupton.com* website and social media to help...

**8. Update Action Items and set next meeting date**

Next meeting set for March 3<sup>rd</sup> to review questions for interviews.

**D: Committee Actions and Action Items**

**Committee Actions:**

1. It was moved and seconded to approve agenda. Unanimous.
2. It was moved and seconded to approve meeting minutes of Feb 11 2020. Unanimous.
3. It was moved and seconded to select Vertex, P3 and Collier as finalists and to invite them in for interviews. Unanimous.

**Action Items**

Task/Assignment	Committee Member	Due Date	Status
1. All committee members need to review Open Meeting Law and complete state required Ethics Training – provide a certificate of completion to Kelly.	All	ASAP	
2. Town Manager to get three quotes for surveying the town parking lot.	Derek	ASAP	
3. Provide 1-2 questions for discussion to Steve to review March 3, Steve to compile them.	All	March 3 <sup>rd</sup>	Completed
4. Get individual OPM score sheets to Kelly	All	ASAP	Completed
5. Reserve space at BVT for March 10 <sup>th</sup> interviews	Jim	March 3 <sup>rd</sup>	
6. Notify all OPM respondents of finalists	Jim, Derek	ASAP	Completed
7. Start reviewing Architect RFP created by Feasibility	All	March	

committee.		10 <sup>th</sup>	
8. Work with Steering Committee to do PR for the project.	Steering Committee		

**E: Future Meeting Dates**

Next meeting is scheduled for **March 3, 2020 at 7pm** at Town Hall.

Interviews are scheduled for **March 10<sup>th</sup> @ 5pm at BVT.**

**F: Meeting Adjourned**

Motion made and seconded to adjourn. Upon unanimous vote, the meeting was adjourned at 8:12pm.

Respectfully submitted

Steven R. Rakitin  
Secretary