

Sterling Senior Center Design and Building Committee

Butterick Municipal Building - COA Room

March 5, 2013 - 6:00 pm

MINUTES

Present: Jack Chandler, Maureen Cranson, Ronald Cote, Richard Maki, Peter Watson, Weymouth Whitney. **Ex Officio:** Terri Ackerman (A-6:39 pm). **OPM:** Frank Kennedy and Tim Singleton. **Absent:** Ex Officio: Karen Phillips.

Opening of Meeting: Co-Chairman Maureen Cranson opened the meeting at 6:04 pm.

Approval of Minutes: Approval of the minutes of 2-28-13 was postponed.

Finalize Financial Presentation: Mr. Kennedy lead the discussion that would be presented to the Finance Committee at 7:00 pm. He distributed a High-Low Budget Proposal and reviewed its major elements. Some highlights included:

- developing a budget in the middle of the High-Low range,
- identifying a construction cost range of \$275-\$285 per square foot,
- centering on a building footprint of 6,650 SF,
- providing a project contingency of 15%,
- demonstrating added building utilization by the community,
- estimating the operational cost – utilities, maintenance, etc.

Resident Mr. Kevin Beaupre addressed four areas of his interest, including:

- whether the architectural fees (9.5%) were high enough,
- pre-site clearing,
- a soil study by a third party,
- outside lighting

Resident Mr. George Pape expressed his interest with regard to wetlands location on the site.

The topic of solar collectors for the center was not recommended by numerous individuals because of an extended payback period.

Joint Finance Committee Meeting: The Committee moved to the Finance Committee meeting at 6:53 pm, joining their meeting at 7:06 pm. Ms. Ackerman remained at the FinCom meeting.

Following introductions, Mr. Kennedy updated the Finance Committee on the status of the project, distributed the High-Low Budget, and focused upon the elements reviewed earlier by the Building Committee. FinCom members had questions about the building size, requesting to see the COA participation numbers for the past 12+ months, and identifying the projected operating expenses of the future center. They confirmed that bonding would be the funding source and that all the available numbers needed to be provided by March 18th. The joint meeting was in session for approximately 35 minutes.

Committee Reconvenes: The Building Committee reconvened at 6:50 pm and discussed the concerns and requests of FinCom:

- Comparing the cost of oil vs propane as a fuel,
- Determine the contract rate the Town pays for its oil,
- Prepare a list of things for which we do not presently have space,
- Develop the best estimate for operating costs.

Mr. Beaupre repeated his concern regarding Town liability if an exercise room did not have a responsible party present. He stated that the inclusion of the exercise room was a “turnoff” to some members of the public, and asked if the equipment could be introduced later and not included in the proposed budget.

The Committee discussed the merits of having one complete warrant article or two articles. The two-article model would separate construction expenses from other costs such as furnishings, exercise equipment, etc. Mr. Kennedy said that approximately 3/4ths of recent centers were not fully furnished on Opening Day. No vote was taken on these strategies, while Committee members expressed interest in the two-article concept.

Next Steps:

- Assemble the information requested/identified by FinCom and the Committee,
- Begin preparation for the Community Meetings in April.

Next Meeting: The Committee will meet on Monday, March 11, 2013 in the COA room.

Adjournment: The Committee adjourned at 8:30 pm following a successful motion by Mr. Whitney and Mr. Watson. Vote: YEA = 6, NAY = 0.

Respectfully submitted by,
Richard H. Maki
Richard H. Maki, Clerk