

Sterling Senior Center Design and Building Committee

Butterick Municipal Building - COA Room

October 16, 2013 - 6:30 PM

MINUTES

Present: Jack Chandler, Maureen Cranson, Ronald Cote, Richard Maki, Judy Reynolds, and Weymouth Whitney. **Absent:** Kevin Beaupre, Robert Bloom, Karen Phillips and Peter Watson.

Open Meeting: Co-Chairman Cranson opened the meeting at 6: 37 PM.

Minutes: The minutes of October 3, 2013 were accepted as written following a motion by Mr. Whitney and second by Mr. Chandler. YEA = 6, NAY = 0.

Update with Chief Chamberland and school principal Cipro: Ms. Cranson met with both individuals regarding a request by a Planning Board member to have traffic exiting the proposed center on Boutelle Road turning towards the left (thereby crossing oncoming traffic). Cranson reported that Chief Chamberland did not want traffic turning left. Mr. Cipro thought similarly and did not feel that the presence of the proposed senior center would have an impact upon school traffic. Ms. Cranson also reported that she had sent a note of appreciation to the Sterling Planning Board as previously requested by the Building Committee.

Preparation for FincCom Meeting: The Committee discussed preparing a package of documents to provide to new and continuing members of the FinCom to allow them to better understand expenses associated with constructing a senior center. FinCom Chairman Bob Brown partially responded to Ms. Cranson's request for information regarding the project, but email addresses, potential financing alternatives and timelines remain to be determined. No new information is available regarding a possible Special Town Meeting prior to the scheduled ATM in May, 2014. The Building Committee will be collecting documents to share with the FinCom and selectman Robert Cutler over the next few weeks.

Open Discussion: Ms. Cranson reported that she had received an email from OPM Frank Kennedy relative to current construction costs. Based upon two other projects in which he is currently engaged, he suggested that the Committee consider that expenses have increased about 7% on average and that would translate to approximately \$175,000 in additional costs.

Ms. Reynolds suggested that the Committee begin to use "Dropbox", an electronic repository, to assemble past and future documents related to the project. Members agreed and will individually register with "Dropbox" and start to utilize the service.

Dropbox Discussion continued:

Ms. Reynolds will set up the account. Committee members discussed a range of past documents that might be made electronically available. A deadline of October 30th was established as a target to assemble the appropriate documents.

Mr. Maki will meet with police chief Chamberland to review any past vehicle accidents at the intersection of Muddy Pond and Boutelle Roads.

Ms. Cranson will request a “clean copy” of the construction budget document prepared by OPM Kennedy to share with the FinCom.

A tentative date of November 7, 2013 at 6:30 PM was set to invite FinCom members to a briefing to explain the project, the financial details, and, solicit suggestions regarding future procedures leading up to the ATM in May, 2014.

Adjournment: The Committee adjourned at 8:15 PM following a motion by Mr. Chandler and second by Mr. Cote. YEA = 6, NAY = 0.

Respectfully submitted by

Richard H. Maki

Richard H. Maki, Clerk