Sterling Senior Center Design and Building Committee

Butterick Municipal Building - COA Room
December 5, 2013 - 6:30 PM

MINUTES

Present: Maureen Cranson, Ronald Cote, Richard Maki, Judy Reynolds A=6:33), Peter Watson, Weymouth Whitney, Robert Bloom, Karen Phillips. **Absent:** Jack Chandler and Kevin Beaupre. Guest James Rheault (A=6:41).

Open Meeting: Co-Chairman Cranson opened the meeting at 6:30 PM.

Minutes: The minutes of November 7, 2013 were approved as written following a motion by Mr. Whitney and second by Mr. Cote. Vote: YEA = 5, NA& = 0, ABS = 0. Note: The meeting scheduled for November 21, 2013 and referenced in the approved minutes was cancelled.

Discussion with Mr. James Rheault: Mr. Rheault (Whitman & Bingham) presented the previous site plans of the future senior center and invited comments regarding any requested changes before finalization and presentation to the Planning Board and Conservation Commission in January, 2014.

The Committee discussed and confirmed several factors including:

- changing building size notation from 7,500 SF to 6,450 SF,
- Boutelle Road exit gated,
- Increase handicap parking from 4 to 8 spaces,
- No berms in parking areas to facilitate plowing of snow,
- Access and egress from Muddy Pond Road with minimum 18' driveway,
- Dark sky compliant parking lot lighting,
- No objections to plan from emergency departments, DPW, or school,
- 150 person capacity for septic system,
- Show walkway from parking lot to Chocksett School parking lot,
- Consider partial or full basement walkout option,
- Design for future building expansion toward Boutelle Road,
- Add appropriate landscape plantings along Boutelle Road,
- Consider area for parking COA vans (2).

Mr. Rheault will prepare the documents for the PB and ConCom and return on January 9, 2014 to present the products of his work. He left the meeting at 7:28 pm.

Budget Discussion: The Committee discussed the cost of the proposed building and tried to identify areas in which additional savings could be extracted. Items such as the emergency generator, OPM/clerk of the works expenses, furniture allowance and contingency costs were thoroughly debated by Committee members using the Project Budget developed by Ms. Cranson. None of the suggested adjustments were ultimately adopted and the Committee will maintain the recommended project cost previously presented to the Finance Committee (Construction = $2,548,825, Contingency = $305,859, and Project Total = $2,854,684). The Committee wants to know what the FinCom will support at the Annual Town Meeting. The Committee expressed serious reservations that any further cuts would jeopardize the project.

FinCom Update: The FinCom discussed the presentation by the Building Committee for the benefit of new FinCom members and Selectman Robert Cutler and the data package provided to them. They understand that construction costs have increased (estimated 7%) and that we will need more than the original $2.5 million to complete the project. Ms. Cranson, Mr. Chandler and Mr. Maki were in attendance and they felt that the new members had many of their questions answered and appreciated the opportunity to better understand the scope and financial ramifications of the construction project.

Open Discussion: Ms. Cranson announced that all Sterling boards and committees are invited to the Selectmen's holiday gathering on December 23, 2013 at the Butterick building between the hours of 5:00 and 7:00 PM. Ms. Reynolds suggested that we engage the assistance of Clark University students in developing public education efforts about the project.

Next Meeting: January 9, 2014 at 6:30 pm in the COA room. Two agenda items are the planning documents prepared by Whitman & Bingham and budget review.

Adjournment: A motion to adjourn was made by Ms. Reynolds and seconded by Mr. Watson at 8:29 pm. Vote: YEA = 6, NAY = 0, ABS = 0.

Respectfully submitted by,

Richard H. Maki
Richard H. Maki, Clerk