

Sterling Senior Center Building Committee

Butterick Municipal Building - COA Room

June 5, 2014 - 6:30 PM

MINUTES

Present: Jack Chandler, Maureen Cranson, Ronald Cote (6:38), Richard Maki, Judy Reynolds, Peter Watson (6:33), Weymouth Whitney. Jeffrey Ritter, Karen Phillips, Kevin Beaupre, Robert Bloom. Visitors: Sharon Bloom and Hank Noyes. **Absent:** None.

Opening Meeting: Co-Chairman Cranson opened the meeting at 6:32 PM.

Approval of Minutes: The minutes of May 29, 2014 were approved, as amended, following a motion by Mr. Chandler and second by Mr. Whitney.

Peter Normandin Visit: Ms. Cranson announced that due to personal matters, Mr. Normandin would not be able to attend this evening's meeting and his visit has been rescheduled for June 19, 2014.

Ballot Recount Results: Ms. Cranson described the recent recount of ballot question #1 concerning funding of the senior center. Two additional "Yes" votes were determined, leading to a majority of 13 votes in favor of the question.

Report on Assignments: Mr. Ritter provided copies of the latest draft of the RFQ for hiring an Owner's Project Manager (OPM) and he will meet early next week with the subcommittee to finalize the document. The draft included several small revisions, needs further development of timeline dates, and a final review. Ritter wants to advance an aggressive schedule and publication is anticipated in early to mid-July, 2014. He opined that building construction could begin by next summer and take approximately one year.

Mr. Ritter also reported on his recent visit to the Erving Senior Center accompanied by selectman Robert Cutler. They met and discussed the Erving Senior Center with director Polly Kiely and architect John Catlin. The "take away" was that most centers that are slab-constructed have similar design features (large meeting room, administrative core, and function rooms) and that a small utility room below grade was advantageous. The importance of a well-designed kitchen with adequate space for workers was also discussed.

Reconfiguration of Building Committee: Ms. Cranson described the future workload of the Committee and that if any current members wished to participate in an ad hoc basis or continue on the formal Committee, they should let her know ASAP so that the Board of Selectmen could act to appoint or reappoint Committee membership.

Next Steps:

1. Finalize the RFQ to hire an OPM.
2. Meet with Mr. Normandin on June 19, 2014.

Assignments: Finalize the Owner's Project Manager RFQ.

Open Discussion: The Committee restated its interest in finding a Sterling contractor who might be willing to serve as an ad hoc member to assist the Committee at times when experienced observations and advice regarding construction details would be helpful to the success of the project.

Mr. Chandler suggested that the Committee consider providing for a “peer review” of the construction plans to minimize the necessity of change orders and to employ best construction practices. Numerous members supported Mr. Cote’s emphasis that the Committee focus on “quality” to better produce a long-standing structure with minimal maintenance issues.

Adjournment: The Committee adjourned at 7:34 PM following unanimous consent to a motion by Mr. Chandler and second by Mr. Whitney.

Respectfully submitted by

Richard H. Maki

Richard H. Maki, Clerk