

# **Sterling Senior Center Building Committee**

Butterick Municipal Building - COA Room

June 19, 2014 - 6:30 PM

## **MINUTES**

**Present:** Maureen Cranson, Ronald Cote, Richard Maki, Judy Reynolds, Peter Watson, Weymouth Whitney. John Kilcoyne (6:34), Jeff Ritter, Karen Phillips. Kevin Beaupre, Robert Bloom. Guest: Peter Normandin. **Absent:** Jack Chandler.

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

**Minutes:** The minutes of 6-5-14 were approved, with a corrected date, following a motion from Mr. Whitney and second by Mr. Watson. VOTE: YEA = 6, NAY = 0.

**RFQ Results:** Mr. Ritter reported that the RFQ was completed with the assistance of Ms. Cranson, Mr. Bloom and Mr. Maki and will be published in the Worcester Telegram & Gazette shortly and in the Central Register Wednesday, June 25, 2014.

- The closing date for responses is July 9, 2014 at 5:00 PM in T.A.'s office
- Ritter requested assistance from a sub-committee to evaluate responses
- OPM decision by mid-August
- New Committee Members: The Board of Selectmen will name members of a reconstituted Building Committee including possible new appointments at their July 2, 2014 meeting.
- Mr. Ritter announced that he had spoken with Erving Town Administrator Tom Sharp and has additional financial/construction data on their project.
- Mr. Ritter shared a copy of the PMBOK Guide, "PM Body of Knowledge" on a thumb drive for the Committee to borrow to better understand the construction management process.

**Introductions:** Ms. Cranson introduced Mr. John Kilcoyne to the Committee and welcomed him as the BOS liaison to the group.

**Guest Peter Normandin:** Mr. Normandin is from Westminster where he heads the current senior center project. He spoke about the history of the project including the relatively late usage of an Owner's Project Manager, over-budget costs due to unanticipated ledge removal, not planning for a kitchen, additional expenses associated with the electric supplier, and issues using Monty Tech students and Worcester County Sheriff's workers. He was pleased with the current OPM and Architect and described his negotiations with each party. Westminster chose not to employ a clerk of the works. The OPM was hired for \$50,000, but will likely receive another \$10,000 to complete the project. The Architect was hired for \$125,000. His committee will be asking for an additional \$400,000 to complete the center. He advised against using geothermal heating and questioned the cost of a full stove

vent system. He was pleased with the general contractor (Rousseau) of Harvard and expressed how he accommodated small changes in a fiscally reasonable manner. The building is 120' x 66', does not have a portico and is mainly constructed of wood with metal interior studs. Some donations were received from Aubuchon Hardware, a local plumber, and Friends of the Westminster Seniors. The nurse's room is 16' x 14' and serves as a computer room as needed. It contains a bathroom with a shower. The ceilings are drop-grid style and the "great room" has a higher ceiling (~10 feet). He wished that they had considered solar cells on the roof and also appreciated the value of solar tubes. There is attic storage and low brickwork on the building's exterior.

**Erving Senior Center Visit Report:** Mr. Bloom, Ms. Reynolds and Mr. Maki reported on their positive and negative observations of the Erving center. Mr. Ritter, who visited previously, remarked that the Architect was excellent and provided "top shelf" performance. The visitors liked the storage off of the great room and the general appearance of the building. They noted that the kitchen was too small, as was the exercise room. The use of solar tubes was functional and they liked the exterior appearance. Also receiving a positive vote was the outside extended ceiling in the patio area and storage space in several areas within the building. Also mentioned by other Committee members was the possible orienting of our building to take advantage of passive solar and the merits of having preliminary test holes dug to verify the absence of ledge.

**Next Steps:** Await the re-constitution of the Committee by the Selectmen and the formation of a sub-committee to begin evaluation of the OPM proposals.

**Assignments:** None

**Open Discussion:** None

**Adjournment:** The Committee adjourned at 8:38 PM following a successful motion by Mr. Watson and second by Mr. Whitney. VOTE: YEA = 6, NAY = 0.

Respectfully submitted by

**Richard H. Maki**

Richard H. Maki, Clerk