

# **Sterling Senior Center Building Committee**

Butterick Municipal Building - COA Room

July 7, 2014 - 6:30 PM

## **MINUTES**

**Present:** Maureen Cranson, Robert Bloom, Ronald Cote, Kevin Beaupre, Richard Maki, Weymouth Whitney. **Ex Officio:** Jeff Ritter, Karen Phillips. **Audience:** Judy Reynolds. **Absent:** Michael Padula.

**Open Meeting:** Ms. Cranson opened the meeting at 6:32 PM.

**Approval of Minutes:** The minutes of June 19, 2014 were approved as written following a motion by Mr. Whitney and second by Mr. Cote. VOTE: YEA = 6. NAY = 0, ABS = 0.

**Reconfigure Committee:** Ms. Cranson welcomed new members Kevin Beaupre and Robert Bloom to the Committee. By unanimous consent, the Committee chose Maureen Cranson as chairperson and Richard Maki as clerk (scribe). Ms. Cranson was nominated by Mr. Bloom and seconded by Mr. Beaupre. Mr. Maki was nominated by Mr. Beaupre and seconded by Mr. Whitney. The Committee will select a vice-chairperson at the next meeting.

**RFQ Sub-Committee Selection:** The Committee, by unanimous consent, selected Michael Padula, Richard Maki and Ronald Cote to open the OPM bids on Wednesday, July 9, 2014 at 5:01 PM and to begin the process of ranking all candidates for the position. Mr. Ritter will prepare and distribute a ranking matrix to the sub-committee and tabulate the results, if possible, by Monday evening, July 14, 2014. He will present the scoring ranking at the next Committee meeting on July 17, 2014. Other members may request copies of the OPM submission materials from Mr. Ritter.

**Open Discussion:** Mr. Ritter informed the Committee that he has already received two submissions for consideration for the OPM position and expects many hand-delivered responses during Wednesday, July 9, 2014. He reminded the Committee that the OPM and designer/architect must be chosen on the basis of their qualifications and that the cost of their services will be negotiated (by Town attorney from Kopelman & Paige) after the top three candidates are recommended to the Board of Selectmen (BOS). The final choice of OPM will be made by the BOS considering the preferred ranking determined by the Committee.

### **Next Steps:**

The Sub-Committee will review the candidates and report by July 14.

Mr. Ritter will prepare the scoring matrix and tabulate reviewer responses.

The next Committee meeting is at 6:30 PM on Thursday, July 17, 2014.

**Adjournment:** Following a successful motion by Mr. Cote and second by Mr. Beaupre, the Building Committee adjourned at 7:07 PM.

Respectfully submitted by

Richard H. Maki

Richard H. Maki, Clerk

