

Sterling Senior Center Building Committee

Butterick Municipal Building - COA Room

July 31, 2014 - 5:00 PM

MINUTES

Present: Chairperson Maureen Cranson, Vice-Chairman Michael Padula (A=5:10), Kevin Beaupre, Ronald Cote, Richard Maki, Weymouth Whitney. John Kilcoyne (A=5:32), Jeffrey Ritter. Guest: Judy Reynolds. **Absent:** Robert Bloom, Karen Phillips.

Meeting Opening: Chairperson Cranson opened the meeting at 5:07 PM.

Approval of Minutes: The Committee minutes of July 24, 2014 were approved following a motion by Mr. Whitney and second by Mr. Beaupre. VOTE: YEA = 5, NAY = 0, ABS = 0.

Announcements: Ms. Cranson stated that she had reported on the progress of the Committee to the Board of Selectmen on July 30, 2014 and invited their participation in the Owner's Project Manager (OPM) interviews on July 31, 2014. She informed the BOS that in order to expedite an already tight project schedule, the Committee would like to ask the BOS to meet on August 6, 2014 to interview and choose the project OPM. The Committee has tentatively scheduled a meeting on August 4, 2014 to make a final recommendation of project Owner's Project Manager.

Project Manager Interviews: Four candidates for the position of OPM were interviewed for approximately one hour by the Committee. The format included introductory remarks by the OPM, followed by a series of questions asked of each candidate. Beginning at 5:30 PM, and every hour thereafter, the Committee interviewed Architectural Consulting Group, NETCO, Lamoureux, Pagano & Associates and P-Three.

Open Discussion: The Committee discussed the relative merits of each candidate and identified their top two firms. Following a motion by Mr. Padula and second by Mr. Beaupre, the Committee voted to narrow the potential list of candidates by eliminating NETCO from further consideration. VOTE: YEA = 6, NAY = 0, ABS = 0. There was general consensus that three candidates, Architectural Consulting Group, Lamoureux, Pagano & Associates, and P-Three should receive continued investigation by the Committee. Initial preferences by Committee members showed divided support as follows:

2 votes for P-Three
2 votes for Lamoureux, Pagano & Associates
2 votes for Architectural Consulting Group

To further consolidate the candidate list, Mr. Beaupre made a motion, seconded by Mr. Padula to withdraw Lamoureaux, Pagano & Assoc. from further consideration. VOTE: YEA = 3, NAY = 3, ABS = 0.

Ms. Cranson made a motion, seconded by Mr. Beaupre, to withdraw P-Three from further consideration. VOTE: YEA = 3, NAY = 3, ABS = 0.

Mr. Beaupre made a motion, seconded by Ms. Cranson, to withdraw Architectural Consulting Group from further consideration. VOTE: YEA = 0, NAY = 6, ABS = 0.

The Committee agreed that further questions of several candidates needed clarification and would help to produce a more unified decision.

Next Steps: Ms. Cranson will contact the candidates, via email, with Committee questions and report their responses to the Committee on Monday, August 4th or earlier. The Committee will meet on August 4, 2014 at 6:00 PM to finalize their recommendation to the BOS. Committee members will review the written proposals and interview presentations and will be prepared to select their final OPM candidate on Monday.

Adjournment: The Committee adjourned at 10:30 PM following a motion by Mr. Whitney and second by Mr. Beaupre. VOTE: YEA = 6, NAY = 0, ABS = 0.

Respectfully submitted by

Richard H. Maki

Richard H. Maki, Clerk