

# **Sterling Senior Center Building Committee**

Butterick Municipal Building - COA Room

September 3, 2014 - 6:30 PM

## **MINUTES**

**Members Present:** Chairperson Maureen Cranson, Vice-Chair Michael Padula, Robert Bloom, Ronald Cote, Richard Maki, Weymouth Whitney. **Members Absent:** Kevin Beaupre. **Others Present:** John Kilcoyne (6:38), Jeff Ritter, and Karen Phillips. **Others Absent:** OPM Representative(s).

**Open Meeting:** Chairperson Cranson opened the meeting at 6:30 PM.

**Minutes:** The minutes of August 21, 2014 were approved as written following a motion by Mr. Whitney and second by Mr. Padula. VOTE: YEA = 6, NAY = 0, ABS = 0.

Committee consented to delay discussion of the Committee "charge" until Mr. Kilcoyne arrives.

**Report on Electric Connection:** Mr. Ritter spoke with Mr. Hamilton, SMLD Manager, and determined that there would be no issue installing either a 400 or 600 ampere service to the senior center. Mr. Hamilton requested advance notice to allow ordering a suitable transformer for arrival in a timely fashion. The cost of the transformer will be borne by the Building Committee. Subject to SMLD Board approval, Mr. Hamilton offered to assume the cost of maintaining an emergency generator similar to other generator in Sterling.

**Report on Water Connection:** Mr. Ritter also discussed water service with DPW Director William Tuttle. The site has adequate capacity and pressure.

**Report on Natural Gas Connection:** Mr. Cote previously emailed the NSTAR application form to Committee members. He stated that capacity was not an issue and that architectural drawings and information on specific uses within the building was necessary to properly locate and size the supply line and other equipment. A brief discussion of the merits of a dual burner (gas and oil) was had with the consensus of the Committee that, absent other information, natural gas would be used in the senior center.

**Report on Staking the Property:** Ms. Cranson reported that she had been in touch with Whitman and Bingham regarding staking the property and wetland boundaries. The estimated cost ranged from \$760 to \$1,520 depending upon the specific effort requested. No staking of the building or septic system will occur. Mr. Ritter added that his research of the Town By-Laws indicates that the Town must sell the trees, using sealed bids. He suggested that the DPW might be capable of stumping the trees, but Mr Padula stated that the DPW did not have the appropriate equipment to perform the task. Ms. Cranson will contact Architectural Consulting Group (ACG) to affirm the level of work required.

**Discussion of the Building “Charge”:** Selectman Kilcoyne initiated the discussion of twelve proposed recommendations under consideration by the Board of Selectmen. Ten themes emerged with most of the suggested changes broadening the responsibility to include other entities such as the OPM (Architectural Consulting Group), Town Building Inspector and Clerk of the Works, in addition to the Building Committee. The final list of ten “charges” will be amended as agreed, by Ms. Cranson, and forwarded to ACG for further comment. The topic will be discussed at the next Committee meeting.

**Contact Information:** Mr. Ritter provided Ms. Cranson with a basic list of contact information needed by ACG, the future designer and general contractor. Anyone who could potentially need to be contacted during the project will be included.

**ACG Construction Budget:** Discussion of the proposed construction budget prepared by ACG was postponed until the next meeting due to the absence of the OPM. It was noted that meeting on a Wednesday, while routinely scheduling Thursday meetings, likely caused confusion about the meeting date. Ms. Cranson will be in communication with ACG.

**Design Scoring Questions:** The Committee briefly discussed the suggested questions for the architect and decided that specific questions did not need to be decided this evening. Mr. Cote made a motion, seconded by Mr. Whitney, to defer further discussion of interview questions to a future meeting. VOTE: YEA = 6, NAY = 0, ABS = 0. Mr. Ritter reminded the Committee that scoring of the candidates for the designer position was based upon qualifications only. A process similar to that used to select the OPM was envisioned.

**Next Steps:** Discuss the proposed budget assembled by ACG.  
Designer bids close at 11 AM on September 23<sup>rd</sup> and Committee members can pick up packets after that time.  
The Committee will NOT meet on September 11, 2013.  
The next two meetings are scheduled for September 18, 2014 and September 25, 2014.  
A scoring sheet needs to be constructed to analyze designer responses  
Mr. Cranson will contact ACG to discuss the budget, staking suggestions and future meeting dates.

**Motion:** Mr. Whitney made a motion to approve the staking of the property, seconded by Mr. Padula. Following a brief discussion, the Committee VOTE: YEA = 6, NAY = 0, ABS = 0.

**Adjournment:** The Committee adjourned at 8:11 PM following a successful motion to that effect by Mr. Bloom and second by Mr. Cote. VOTE: YEA = 6, NAY = 0, ABS = 0.

Respectfully submitted by,  
Richard H. Maki  
Richard H. Maki, Clerk

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Reference Documents:  
Committee Charge  
Minutes of August 21, 2014  
Architect Questions

