

Sterling Senior Center Building Committee

Butterick Municipal Building - COA Room

October 9, 2014 - 6:30 PM

MINUTES

Members Present: Chair Maureen Cranson, Vice-Chair Michael Padula, Kevin Beaupre, Robert Bloom, Ronald Cote, Richard Maki, Weymouth Whitney. Absent: None. Others Present: OPM Michael Josefek and Peter Kozcera and Town Administrator Jeffrey Ritter. Absent: John Kilcoyne and Karen Phillips.

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

Minutes: The Minutes of September 25, 2014 were approved as written following a motion by Mr. Padula and second by Mr. Bloom. VOTE: YEA = 7, NAY = 0, ABS = 0. The Minutes of October 2, 2014 were approved as written following a motion by Mr. Whitney and second by Mr. Padula. VOTE: YEA = 7, NAY = 0, ABS = 0. The Minutes of October 3, 2014 were approved as written following a motion by Mr. Whitney and second by Mr. Bloom. VOTE: YEA = 7, NAY = 0, ABS = 0.

Reports on Reference Checks: Mr. Bloom and Mr. Maki reported on references they called regarding the firm of Turowski2. Mr. Bloom distributed a paper with the comments and general remarks of the references contacted. A summary of the remarks indicates they were notably positive and enthusiastic about the work of Turowski2 and their ability to work well with their clients.

Ms. Cranson and Mr. Cote reported on references they contacted regarding the firm of Reinhardt Associates. A summary of their remarks indicates that Reinhardt Associates performed their past professional role satisfactorily.

Mr. Josefek stated that his firm, Architectural Consulting Group, had worked with T-2 in the past and found that they had a respect for the role of the OPM and worked collegially with them. Ms. Cranson noted that T-2 was the only firm, of the four interviewed, to send the Committee a timely "Thank You" note regarding the opportunity to be interviewed.

Following the reference reports, the Committee continued to discuss their perceptions of both firms considering the interviews, proposal responses and reference checks and determined that they were both qualified candidates and capable of completing the senior center project successfully. A non-binding sense of the Committee yielded six members favoring Turowski2 and one supporting Reinhardt Associates. The discussion continued with contributions from Mr. Kilcoyne (via email), Mr. Ritter and ACG; all of whom indicated that they could support T-2.

Mr. Beaupre recommended that the Committee rank the four candidates and the final ranking (top candidate first) was: (1) Turowski2, (2) Reinhardt Associates, (3) Catlin/Petrovik, and (4) Dietz & Company. Following a motion by Mr. Beaupre and second by Mr. Bloom, the Building Committee voted to accept the order of the designer candidates and to

forward their first choice (Turowski2) to the Board of Selectmen for their action. VOTE:
YEA = 6, NAY = 1, ABS = 0.

Ms. Cranson will notify Turowski2 of their selection and request that they prepare and email a fee proposal to initiate contract negotiations. The Sterling negotiating team will consist of Mr. Ritter, the project OPM, Ms. Cranson, Mr. Maki and potentially one other Committee member. The negotiations for architectural services are tentatively set for 4:00 PM, Thursday October 16, 2014, in Mr. Ritter's office.

Tree Removal Update: Ms. Cranson will work with DPW Superintendent William Tuttle to prepare required documents related to soliciting bids for the removal of trees on the building site. This type of bid request is relatively complicated and has not been conducted in the recent past.

BOS Meeting Update: Mr. Ritter requested that the Building Committee address the BOS and prepare a progress report on a monthly basis to keep the Board and the community current with construction developments. ACG indicated that they would be willing to attend BOS meetings as requested by the Committee. OPM Kozcera stated that the project was "right on track" and was pleased with the degree of progress to date.

Next Meeting: A regular Building Committee meeting will be held on October 16, 2014 at 6:00 PM in the COA Room. The meeting will be preceded by the earlier negotiating meeting with Turowski2. Presuming satisfactory negotiations with T-2, the parties will meet with the Board of Selectmen on Wednesday, October 22, 2014 and begin project work shortly thereafter.

Open Discussion: Mr. Whitney asked about conducting test boring to verify the absence of ledge on the property. The OPM said it was a good idea. Mr. Ritter stated that he was optimistically expecting a "wow" factor referring to the design of the future senior center. Ms. Cranson asked the OPM about conducting a "contractor's forum" for local firms who might wish involvement in the project. A suggested date for the forum was in early December, 2014.

Adjournment: The Committee adjourned at 7:41 PM following a successful motion advanced by Mr. Padula and seconded by Mr. Beaupre.

Respectfully submitted by

Richard H. Maki

Richard H. Maki, Clerk