

Sterling Senior Center Building Committee

Butterick Municipal Building - COA Room

November 13, 2014 - 5:30 PM

MINUTES

Present: Chair Maureen Cranson, Vice-Chair Michael Padula, Kevin Beaupre, Robert Bloom, Ronald Cote, Richard Maki, Weymouth Whitney. Selectman John Kilcoyne (A=5:40) and COA Director Karen Phillips. Also present: ACG Michael Josefek and Peter Kozcera. Architects: Peter and Elizabeth Turowski. Sixteen additional guests were present (See sign in sheet).

Open Meeting: Ms. Cranson opened the meeting at 5:33 PM.

Record of Committee members present was taken.

Approve Minutes of 10-22-14: A motion was made by Mr. Padula and seconded by Mr. Whitney to approve the Minutes after the public presentation. VOTE: YEA = 7, NAY = 0.

Introductions: Ms. Cranson introduced the architects from T2 and the Owners Project Managers to the audience.

Department Requests/Public Input (Key points):

- Recreation Department – Ms. Dietel spoke about the potential for inter-generational programs with seniors. She requested consideration of a full commercial kitchen for future cooking classes and a room large enough to provide space for dinner functions and classes.
- SMLD – Mr. Hamilton spoke about the need to coordinate planning and installation of utilities and requested consideration of installing a concrete pad for an emergency gas-fired generator that could power the entire building. He volunteered SMLD assistance as needed.
- Fire Department – Chief Hurlbut also requested a suitable generator so that the building could be temporarily used during community emergencies as well as “heating” and “cooling” days. He suggested having shower facilities and said that a pet shelter was planned for the nearby school while pet owners were being sheltered at the new senior center. No additional storage would be required at the Center because his department has storage trailers preloaded with cots and supplies that could be quickly transported to the Center. The Chief indicated that his department would also have uses for the large multi-purpose room such as department ceremonial events and regional department meetings.
- Town Clerk – Ms. Survell, speaking for the Town Clerk, described the need for additional voter balloting space outside of the elementary school. The Town is expected to move to having three precincts in the near future and additional space will be needed. She also requested space to store assorted voting equipment and an outdoor canopy area to protect voters lined up outside from inclement weather.
- Police Department – Chief Chamberland repeated the need for a fully operational shelter, with a kitchen, in support of Chief Hurlbut’s requests. He also envisioned usage of the multi-purpose room for classroom training, meetings, and ceremonies. Chamberland cited the need to not use the school for voting due to security concerns and also asked that a driveway encircle the building to facilitate security checks by his officers.

- DPW – Superintendent Tuttle previously informed the Building Committee that he would like to see no islands or obstructions in the parking lot to facilitate snow removal.
- Board of Health – Mr. Favreau said that the commercial kitchen would need to be code compliant and that the septic system, as previously approved by the BOH, be constructed as planned to accommodate future enlargement of the facility.
- Public Comments: Ms. Dell requested shelter provisions for parking the senior vans so that rooftop snow removal, required by law, would not remain an issue. The COA Board had previously given design input, but reiterated the need for companion bathrooms, non-slip floors, and an individually adjustable thermostat in the exercise area (multi-purpose room) to accommodate the thermal comfort of the exercise participants. Mr. Spinazolla suggested the importance of interaction with middle school students, requested a greenhouse, and recommended round table rather than linear ones. He asked the Committee to consider installing radiant and solar heating, and cited the ever-present need for storage. Others mentioned installation of outdoor faucets, a small washer/dryer in the kitchen area and room for a cot in the health station. Mr. Kilcoyne mentioned that the desirable westward view from the center should be accommodated in the design of the center.

Ms. Cranson thanked all of those attending and concluded the public input session at 6:00 PM. A ten-minute recess was declared prior to returning to the meeting agenda.

Return to Meeting: Ms. Cranson resumed the Building Committee meeting at 6:10 PM.

Approval of Minutes: The minutes of October 22, 2014 were approved as written following a motion by Mr. Padula and second by Mr. Whitney. VOTE: YEA = 7, NAY = 0.

Reports from Architects: Libby Turowski distributed a summary of the design suggestions previously received and room data analysis. Draft schematic diagrams showing possible room and building configurations were projected for viewing and discussion by the Committee. Three major designs were described and the Committee asked questions and expressed their views regarding room placement and size. Ms. Turowski repeated the fiscal and physical constraints that directly impact the various designs. After considerable discussion, the consensus of the Committee was to select a plan that provided dining seating for approximately 100 individuals in an area up to 1,824 square feet. This decision will assist T2 in producing future designs for the remainder of the building and considering the merits of other room sizes and locations shared by the Committee. On several occasions, Ms. Turowski mentioned how “tight” space requirements were and indicated how limited storage space was in a 6,500 SF building. Committee members were invited to email any additional suggestions directly to the architects.

Next Steps: Turowski2 will return with new designs on December 4, 2014 (6:30 PM). They will also work on the exterior building shape and roof line.

Tree Report: Ms. Cranson reported that two bidders responded to the request to cut trees and clear debris from the construction site. This did not include stumping the property. The bids ranged in price from about \$5,000 to \$23,000. The Committee awarded the bid to T. Jepson and Sons of Spencer for \$4,900. Ms. Cranson/Mr. Padula will contact the bidder and determine if installation of silt mitigation could be included in the proposed work. The Committee voted to provide an additional sum of up to \$1,000 for silt mitigation, if needed. VOTE: YEA = 7, NAY = 0.

Review and Approve Invoices: Ms. Cranson presented the Committee with two invoices, one from Architectural Consulting Group (ACG) and the second from Whitman & Bingham. The invoice from ACG was for services from August to October 31, 2014 for a sum of \$2,500. Payment would be from the project schematic design budget line. Unanimous consent was given to pay the invoice following a motion by Mr. Padula and second by Mr. Beaupre. VOTE: YEA = 7, NAY = 0.

The Committee approved payment of \$1,520 to Whitman & Bingham for services related to flag the wetlands and set the boundaries of the property. The funds would be from the available building funds of the COA. The motion was made by Mr. Beaupre and seconded by Mr. Padula. VOTE: YEA = 7, NAY = 0.

Open Discussion: The Committee members expressed appreciation of the public comments and those of Sterling department heads who made the effort to attend and contribute to this important design meeting.

Adjournment: The Committee adjourned at 8:20 PM following a motion by Mr. Padula and second by Mr. Beaupre. VOTE: YEA = 7, NAY = 0.

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

Action Items:

1. Ms. Cranson/Mr. Padula will complete the process of tree removal on the site.
2. Ms. Cranson will contact the Sterling department heads who participated in the meeting and express the appreciation of the Committee for their assistance.
3. Ms. Cranson will post the next meeting (December 4, 2014) and schedule a room.