

# **Sterling Senior Center Building Committee**

Butterick Municipal Building - COA Room

February 25, 2015 - 6:30 PM

## **MINUTES**

**Present:** Chair Maureen Cranson, Vice Chair Michael Padula, Kevin Beaupre, Robert Bloom, Ronald Cote, Richard Maki, and Weymouth Whitney. OPM Michael Josefek. T2 Architect Steven Lapin (A=6:43). W & B Engineer Mark Piermarini. COA Director Karen Phillips.

**Open Meeting:** Chair Cranson opened the meeting at 6:31 PM.

**Minutes:** The Minutes of February 5, 2015 were approved as revised following a motion by Mr. Beaupre and second by Mr. Padula. VOTE: YEA = 7, NAY = 0, ABS = 0.

Ms. Cranson announced that the Committee would begin the agenda and then adjourn to join the Sterling Planning Board at 7:10 PM to bring the PB information on several small changes in the previously approved site plan.

Update from Mr. Josefek and Mr. Lapin:

- Availability of an online document distribution service for bid information was discussed. Committee would prefer to use printed documents for this project.
- The Interim Town Administrator will be receiving the sealed documents in his office.
- Reviewed standard bid procedures: sealed, opening, data recording, observers present, etc
- Bid advertisement will be placed in Worcester Telegram & Gazette & Central Register.
- Walk-through option 2-3 weeks prior to bid.
- Bid period 3-4 weeks.

Ms. Cranson reported that Mr. Cutler (selectman) preferred water connection on Muddy Pond Road so that a road cut across Boutelle Road wasn't necessary. Concern was for neighbors who would be exposed to nuisance bumping noises as vehicles passed over the repaired roadway.

Questions were raised regarding the fire hydrant. Was it necessary given nearby hydrants? Who would conduct a flow test? The Committee decided to contact Fire Chief and Water Department superintendent to answer the questions.

Operating costs for the building should be included in the 2016-17 COA budget and the DPW budget as occupancy is likely to occur near the middle of the budget year. Disagreement was noted between estimator cost of water shown as \$1,000. Based on current cost of all water used in the Butterick Building, the annual cost is projected to be in the vicinity of \$200. The anticipated annual cost of all utilities and maintenance was based on an earlier estimate of ~\$38,000. Projecting usage for about one-half year would total approximately \$19,000. The occupancy of the Senior Center is anticipated to be between December, 2015 and the spring of 2016.

### **Committee Recesses:**

Committee recessed at 7:10 PM to join the Planning Board meeting. At 7:20 PM, Mr. Piermarini lead the PB presentation of the updated plans for the site. He stated that about 1,600 SF of

pavement would be removed from the parking area which resulted in 14 regular parking spaces being removed leaving a total of 50 spaces. Several members of the PB expressed their concern with the loss of parking and the need for overflow parking for large events. The PB was told that the new space matched the building occupancy and also provided for eight handicap parking spaces. Mr. Piermarini informed them about lowering the building base by 1.5-2 feet, keeping the drainage areas the same, adding a fence areas masking the dumpster area, and planting evergreens along Boutelle Road. The PB confirmed that the building address was on Muddy Pond Road (no number given).

Ms. Cranson told the PB that the new plans have already been distributed to the BOH, DPW, SMLD and the PB. The PB has copies of the full size set of plans. Mr. Williams, PB chair concluded the presentation by indicating that since the Building Committee is not resubmitting anything, there was no need for further action by his Board.

**Committee Reconvenes:**

The Committee reconvened at 7:44 PM and briefly discussed the hydrant issue and requested that either T2 or ACG provide an estimated cost differential between water service from Muddy Pond Road or Boutelle Road.

Mr. Lapin from T2 stated that the 60% design documents are expected to be ready for next week Friday and will share with the Committee on March 26, 2015. Mr. Josefek mentioned that T2 was slightly behind the original Committee schedule. However, T2 is on schedule according to their formal proposal/fee letter submitted to past Town Administrator Jeffrey Ritter. Josefek also said that the invitation to bid should go out on April 1, 2015 and encouraged T2 to meet the Committee schedule. He also recommended that the Committee await the 100% design level and cost estimate before becoming involved in developing the add alternatives. Mr. Josefek said that higher quality metal windows were already back in the project. Mr. Lapin shared the schematic design and noted one of two possible locations for the electrical space. A couple of room labels needed to be changed including switching "food storage" and "general storage". Mr. Whitney requested a full set of documents when they were available so he could review them.

Ms. Cranson told the Committee that state representative Harold Naughton, Jr. had contacted her regarding proposed legislation in behalf of the project. The request for \$100,000 was targeted at the kitchen and will be filed with the state legislature in May.

Mr. Beaupre generated a list of requests to discuss with the DPW Board including, access to borrowed fill, location of the fire hydrant, flow test, size and installation details of water service (6" or 8"), construction of the tire cleaner at the project entry, and, assistance with the purchase and installation of fourteen, 6'-10' blue spruce trees for visual screening along Boutelle Road. The Committee priority was to conduct a flow test, followed by other related project listed earlier.

**Next Meeting:** March 12, 2015 at 6:30 PM in the Butterick Building.

**Adjournment:** The Committee adjourned at 8:43 PM following a successful motion offered by Mr. Padula and seconded by Mr. Bloom. VOTE: YEA = 7, NAY = 0.

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

**Communication:** Sean Hamilton, Manager of the SMLD, clarified the role of his department in an email (February 26, 2015) to all parties involved in the project.

SMLD has committed to providing the conduit, cable and transformer for the primary service only. Regarding outdoor lighting, his suggestion was for others to install the conduit while installing site utilities and cement pads (which SMLD could provide) for lighting and afterwards SMLD could assist with the installation of lights provided within the construction budget or otherwise donated.

The SMLD did not commit to trenching services for the electrical service, nor were they able to commit to providing the lights at this time. Hamilton suggested that the chosen lighting be the same style for all town buildings for maintenance purposes.