

# Sterling Senior Center Building Committee

Senior Center Building – Computer Classroom

May 5, 2016 – 6:30 pm

## MINUTES

**Present:** Chair Maureen Cranson, Vice-Chair Michael Padula, Kevin Beaupre, Robert Bloom, Ronald Cote, Richard Maki. T2: Peter Turowski, Libby Turowski. BSI: Ed Shea. ACG: Michael Josefek. SMLD: Sean Hamilton and Chip Hallet.

Absent: None.

**Opening:** Chair Cranson opened the meeting at 6:33 pm.

**Minutes:** The minutes of March 17, 2016 were approved as written following a motion by Mr. Bloom and second by Mr. Padula. VOTE: YEA= 5, NAY=0, ABS =1. The February minutes remain to be approved.

**Turowski Report:** The spring site work has been completed including newly seeded grass. Documentation is still being collected but two copies of the primary documents (Notebooks) were given to the Committee with the suggestion that one copy be available in the building and the other stored safely as an archived document. T2 submitted near-final billings to the Committee and expects to provide any outstanding requests next month.

**BSI Report:** Ed Shea described progress on a few remaining issues previously identified relating to the HVAC system and lighting in the handicap bathroom. He reported that the dampers were not installed in the proper position and that new dampers and controls would be installed on Monday, May 9, 2016. All outdoor work has been completed. LED lamps would be installed in the handicap bathroom and Mr. Cote volunteered to exchange the CFL for LED lamps.

**Phones, Alarms, and Computers:** Mr. Bloom informed the Committee that the basic computers needed to administer the building have been installed with the need to explore a wireless connection for one of the classroom units. The HVAC system needs to be re-programmed and Mr. Shea said that it could be part of the work scheduled on the HVAC system this coming Monday. All agreed that there are two CO2 sensors already installed in the system. There may be an additional charge for adjusting the “occupied” and “unoccupied” settings as it reflects how the Town now requests it to conserve energy. Building alarms were activated the previous evening by the custodial crew and procedures have been adjusted to minimize future episodes via contact with the alarm company by Mr. Bloom and Ms. Cranson. The telephone

system is functioning with a small technical glitch on the call routing routine that is expected to be easily resolved.

HVAC Discussion: Members were reminded that formal commissioning of the system was deferred for budgetary reasons and issues are now being addressed with the assistance of the SMLD, Mr. Hallet, BSI and T2. Mr. Hallet recommended that the air conditioning system be tested and Mr. Beaupre made a motion to approve an approximate expense up to \$2,000 to thoroughly verify that portion of the HVAC system. The motion was seconded by Mr. Padula and the Committee VOTED: YEA = 6, NAY = 0, to approve the work by Mr. Hallet. Mr. Padula also suggested that the current thermostats be replaced with digital units that are simpler for personnel to adjust.

SMLD Report: Mr. Hamilton stated that all of the parking lot and drive way lights are now equipped with downward-directed LED units and provided an estimate of the cost of \$9,163.50 reflecting a significant savings due to inclusion in a grant initiated by the SMLD. Formal billing is expected before next month's meeting.

Mr. Turowski will review contract specifications regarding responsibility to periodically water the newly seeded lawn and inform Ms. Cranson. He also requested that he be able to take pictures of seniors utilizing the building and asked about the best opportunities on the schedule.

Ms. Cranson reported that during a recent inspection by the Sterling Fire Department, two discrepancies were noted: the need for a chain and lock on the exterior water gate valve and a sticker on the kitchen hood identifying the date of the last inspection, etc. Ms. Cranson will email BSI to request their assistance in satisfying the Fire Department requests. Cranson also reported that two additional motion sensors will be installed to provide improved security in two areas of the building.

Landscaping: Ms. Cranson made an effort to contact several local landscaping firms but was unable to receive a return call. At the recommendation of Whitman and Bingham, she was able to request an estimate from McNamara Landscaping of Leominster to install the plants already ordered by the Sterling DPW. She also described a snow plowing issue outside of the kitchen area, that being a request by the DPW to remove a portion of the fence so that a plow could push snow thre