

Sterling Senior Center Design and Building Committee

Butterick Municipal Building – COA Room

September 20, 2012 6:30 pm

MINUTES

Present: Co-Chairman Jack Chandler (7:44 pm), Co-Chairman Maureen Cranson, Richard Maki, Carl Strate, Peter Watson, Weymouth Whitney. **Absent:** Ronald Cote and Ex Officio: Terri Ackerman and Karen Phillips

Opening Meeting: Co-Chairman Cranson opened the meeting at 6:47 pm.

Approval of Minutes: The minutes of September 12, 2012 were approved as written. Motion by Strate, second by Whitney. Vote: YEA = 5, NAY – 0.

Warrant Article Language: The Committee reviewed the Warrant language and suggested amending the language to read, the current facilities, are “inadequate for the current and future uses.” They discussed including statistics about the number of current seniors in Sterling (~21% of population) and the projected percentage in the year 2030 (~38%). There was interest in using the local media to publicize senior population numbers more widely.

OPM Bid Package: The Committee reviewed the draft document and reached consensus on numerous sections including:

- Building size would be approximately 7,500 square feet in area.
- The cost of the OPM would “not exceed \$80,000”. Motion by Whitney, second by Watson. Vote: YEA = 5, NAY = 0. The amount would be open to negotiations, but would be capped.
- The Committee wanted to encourage local contractor/subcontractors to bid on the project. In a related question, the Committee wants to know if State law supersedes any local bylaw that favors local contractors?
- The Committee does not see the need for an OPM pre-bid conference.
- The Committee foresees the OPM evaluation process to be accomplished in a similar fashion as the sample appendix provided within the State *Recommended Practices for Hiring Owner’s Project Managers* document.
- Timelines were amended, but not finalized.

A third draft will be prepared with additional input from Ackerman and Phillips.

Next Meeting: The next business meeting of the Committee will be on Thursday, September 27, 2012 at 6:30 pm in the COA Room. Several members will attend the Board of Selectmen’s meeting on September 24, 2012 to answer any questions relative to the future senior center.

Adjournment: Following a motion by Chandler and seconded by Whitney, the Committee adjourned at 9:03 pm.

Respectfully submitted by

Richard H. Maki, Clerk

