

Sterling Senior Center Design and Building Committee

Butterick Municipal Building - COA Room

October 4, 2012 - 6:30 pm

MINUTES

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

Opening of Meeting : Co-Chairman Cranson opened the meeting at 6:32 pm.

Approval of Minutes: The minutes of September 27, 2012 were approved with the addition of the word, "Central" in final sentence of paragraph six prior to the word "Register". Motion made by Whitney and seconded by Cranson. Vote: YEA = 4, NAY = 0, ABS = 0.

OPM Bid Package: Following a review of the final version of the OPM Bid Package, the Committee approved making the document available to those responding to the OPM RFQ, baring any further minor adjustments suggested by Town Administrator Ackerman. Vote: YEA = 4, NAY = 0, ABS = 0.

Ackerman requested that Committee members become familiar with the OPM evaluation procedure, beginning on page 7 of the RFQ, as the described process will need to be carefully practiced by the Committee upon the return of the OPM documents. Absent Committee members should request their copy of the RFQ from Karen Phillips.

Future Meetings: Some Committee members will meet with the Zoning Board of Appeals at 7:30 pm on October 9, 2012 to solicit their input and expertise regarding the steps necessary to secure a zoning variance and related matters. Attendance by Committee members is not required.

On October 10, 2012, at 7:30 pm, the Committee will meet with the Finance/Capital Committees and the Board of Selectmen to discuss funding for the Senior Center project. All available Committee members are requested to be in attendance.

Please reserve October 11, 18 and 25, 2012 for future Committee meetings.

Adjournment: The meeting adjourned at 7:00 pm prior to the planned departure of member Watson. Vote: YEA = 4, NAY = 0, ABS = 0.

Quorum: Due to a lack of a quorum, the Committee was required to postpone the remainder of the meeting agenda. Members are asked to notify Chairman Cranson if they are unable to attend future Committee meetings.

Respectfully submitted,
Richard H. Maki, Clerk

