

# **Sterling Senior Center Design and Building Committee**

Butterick Municipal Building – COA Room

October 11, 2012 – 6:30 pm

## **MINUTES**

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

**Meeting Opening:** The meeting opened at 6:35 pm.

**Public Session:** Mr. Fox, who serves on the Finance Committee, brought to the Committee the results of some research he had conducted related to hiring an Owner's Project Manager (OPM) and an architect. The primary focus was upon the possible use of building plans purchased from an architect that were originally drawn for another, different, senior center. Issues of copyright and state law violations were mentioned. The issue of placing a prior design on the Sterling site and the need for an architect to re-design aspects of the plan may become another important consideration.

**Approval of Minutes:** The Committee approved the minutes of October 4, 2012 as written. The motion was made by Whitney and seconded by Watson. Vote: YEA = 5, NAY = 0, ABS = 1.

**Report on ZBA Meeting:** Co-Chairman Cranson described the recent informal meeting with the ZBA where they confirmed that a Special Permit would be required when the formal application process begins. A public hearing would be held and the board would reach a decision based upon published criteria.

**Report on Finance Committee Meeting:** Cranson reviewed the meeting with the FinCom during which costs listed in the Warrant article related to the Senior Center were examined. The FinCom asked how the cost of the OPM and architect were determined. They paid more attention to ways in which the cost of the architect could be reduced and one suggestion for investigation was the use of building plans from another community. The source of funding was discussed with use of capital funds deemed unavailable because Capital needs 4 plus one week at a minimum to review any requests. The Building Committee was not made aware of that timeline. Available stabilization funds are approximately \$500,000 and it appeared unlikely that the board would be willing to devote ~\$400,000 to one large project.

**OPM – RFQ:** Twelve inquires have been received thus far following the posting of the OPM RFQ. Information packets were distributed electronically.

**Open Discussion:** The Building Committee will meet with the Capital Committee on Tuesday, October 16, 2012 at 6:00 pm to further discuss funding for the OPM and architect.

The Committee will rework the timetable by including all past milestones to give a more complete picture of the work that has been accomplished to date.

**Future Meeting:** The Committee will meet on Thursday, October 18, 2011 at 6:30 in the COA room of the Butterick Municipal Building. An anticipated discussion item will be the OPM-RFQ evaluation process.

Respectfully submitted by

Richard H. Maki, Clerk