

Sterling Senior Center Design and Building Committee

Butterick Municipal Building - COA Room

October 25, 2012

MINUTES

Present: Jack Chandler, Maureen Cranson, Ronald Cote (6:33), Richard Maki, Carl Strate, Peter Watson and Weymouth Whitney. Ex Officio: Terri Ackerman and Karen Phillips. Absent: None. Guest: Jaime Rheault.

Meeting Opening: The meeting was opened by Co-Chairman Cranson at 6:31 pm.

Minutes: The minutes of October 18, 2012 were approved as written following a motion by Chandler and seconded by Whitney. Vote: YEA = 6, NAY = 0.

Announcements: Ackerman reported that the Warrants were now posted online and a new video segment called, "Faces of Sterling", will air on channel 8 shortly. The first interview concerns the proposed senior center and features Chandler and Cranson and is hosted by Ackerman. Cranson stated that she had written a draft of a background paper that she would like to send to area media. With small editorial adjustments, the Committee agreed, by consensus, with the media outreach effort.

Discussion with Jaime Rheault: Mr. Rheault further assisted the Committee with understanding the hiring and duties of the OPM position and responded to numerous questions from Committee members. He agreed that an interview rubric is necessary and felt that a sub-committee might be able to more efficiently handle the paperwork screening process. He stated that the architectural design timetable showing about three months, might be a little tight, but that could depend on the architect chosen and her/his current workload and experience with senior centers.

The Committee again expressed their desire to encourage participation by local subcontractors where possible and that thought would be shared with the architect. Rheault suggested that the Committee could separate out some work from the architect's role but all parties needed to understand all implications for coordination, etc. He described the various stages of the architect's work at 25%, 50% and 75% of the total design and suggested "value engineering" be asked of the project designer.

STM Presentation: Karen Phillips will finalize the *PowerPoint* presentation with input from Cranson and some other Committee members. Printed packets will be available at the door describing the project. Rheault will assist in preparing a graphic board for public display. Whitney suggested providing the flyers to local businesses prior to the STM.

Room Sizes: The Committee will suggest the need for certain facilities to the architect with approximate room sizes. Including storage, boiler room, hallways, etc., the total footprint will be approximately 7,500 SF.

Report on Actions of Finance Committee: While the Building Committee was present and spoke with the Capital Committee (and received support for Article 2) at their most recent meeting, they were not represented at the subsequent Finance Committee meeting during which FinCom wanted to amend the Warrant article to cap the project cost at \$1.5 million. The FinCom agenda did not specify a discussion of the Senior Center project so no members were present at their meeting. The Building Committee discussed the FinCom request and the impact it would have upon the new senior center and future programs. Following a motion by Watson and seconded by Maki, the Committee voted to not amend the current Warrant article as requested. Vote: YEA = 7, Nay = 0. The Committee felt that Warrant article 2 is limited to hiring the OPM and architect. The future design work of the architect will determine the project cost and placing a cap on the cost is premature and could hobble the final building design. If asked from what source funding is requested, the Committee suggested use of Capital funds with any unused funds applied to building costs.

RFQ Rubric: Cote provided an evaluation rubric that was reviewed and accepted by the Committee.

OPM Bids: The bids for the OPM will be opened on Monday, October 29, 2012 in the Selectmen's Room. Ackerman and several Committee members will be present at the bid opening. A sub-committee of Chandler, Cote, Maki, Watson and Weymouth will then use an evaluation process to determine if the applicants meet the minimum criteria at a later time.

Next Steps: The Committee will meet on Thursday night to continue work on the OPM bids and other matters.

Adjournment: The Committee adjourned at 8:42 pm following a successful motion (YEA = 7, NAY = 0) by Chandler and a second by Whitney.

Respectfully submitted by,

Richard H. Maki
Richard H. Maki, Clerk