

Sterling Senior Center Design and Building Committee

Butterick Municipal Building – COA Room

October 30, 2012 - 6:30 pm

MINUTES

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

Meeting Opening: The meeting was opened by Co-Chairman Cranson at 6:34 pm.

Approval of Minutes: The minutes of October 25, 2012 were approved as written following a motion by Chandler and a second by Watson. YEA = 5, NAY = 0, ABS = 0.

OPM Bid Report: All parties requesting bid information were sent an email and/or telephone call to alert them to the postponement of the bid opening that was scheduled for Monday, October 29, 2012. The new date is Thursday, November 1, 2012 in the Selectmen's room of the Butterick building. To date, five bid responses have been received. Ackerman reminded the Committee that no bid response can be rejected because of a technicality. A subcommittee of Cote, Maki, Watson and Weymouth will use an evaluation rating sheet to determine if the applicants met the basic process requirements.

STM Presentation: The board discussed at length the format of the STM presentation which the Moderator requested to be limited to six minutes and that a copy of the *PowerPoint* be provided to him in advance of the meeting. Co-Chairman Cranson will conduct the presentation and the Committee will be present as an additional resource. Large posters on easels will show aerial photographs and conceptual plans of the site. The Committee drafted a set of handouts further explaining the project and showing the progress already made. Cranson, Cote and Maki will complete the final version and secure printing of the documents. Cranson will invite the Moderator to our next meeting to better prepare him for the public presentation. The Committee will post a meeting at the voting site for 6:30 pm to resolve any issues and finalize the presentation. Committee members prepared for various questions in anticipation of public interest in the project.

Adjournment: The Committee adjourned at 7:50 pm following a unanimous vote in support of a motion by Watson and seconded by Whitney. The next meeting of the Committee will be on Thursday, November 8, 2012 in room 201 of the Butterick building.

Respectfully submitted by,

Richard H. Maki

Richard H. Maki, Clerk