

Sterling Senior Center Design and Building Committee

Butterick Municipal Building – COA Room

December 6, 2012 6:30 pm

MINUTES

Present: Jack Chandler, Ronald Cote, Richard Maki and Weymouth Whitney.

Minutes: Approval deferred to next meeting.

Meeting Opening: Subcommittee chairman Chandler opened the meeting at 6:30 pm.

Discussion of OPM Candidates: The subcommittee met to discuss, rank, and select three candidates, from a pool of six, to interview for the position of Owner's Project Manager for the proposed Senior Center building project.

Following prior independent review of all candidates and using a ranking matrix, the subcommittee selected the following applicants to interview:

- **P3**, Daniel A. Pallotta, President
- **Lamoureux-Pagano**, Michael A. Pagano, AIA
- **Diversified Project Management**, Inc., Frank M. Kennedy, Proj.Exec.

Interview Format: The subcommittee agreed to ask each applicant to meet for 45 minutes and to respond to a set of ten primary questions relating to their proposed services in Sterling. The questions are expected to require 30 minutes with the balance available for follow up questions/discussions. The sub-committee expects to make a final recommendation to the full committee in approximately two weeks following the interviews. Vote to proceed with interviews: YEA=4, NAY =0, following a motion by Chandler, seconded by Whitney.

The date for the interviews is Wednesday, December 19, 2012 and will be scheduled at 6:00 pm, 7:00 pm, and 8:00 pm.

Adjournment: The meeting adjourned at 8:00 following a successful motion by Cote and seconded by Whitney.

Respectfully submitted,

Richard H. Maki

Richard H. Maki, Clerk

**Primary Questions Asked of Top Candidates for Senior Center OPM Position
December 5, 2012**

1. Will all fees paid to other consultants be included in your final negotiated cost to fund the OPM position?
2. How are you going to manage a project this small as compared with other larger projects you have accomplished?
3. Will you be able to design an inexpensive building that will still meet our needs?
4. What past experiences have you had that will help us “sell” this project at our Annual Town Meeting.
5. How many hours a week will someone be onsite? Surprise visits? Scheduled?
6. How available is our primary contact should issues arise in his absence?
7. How can we establish a good working chemistry with OPM or alternate?
8. Who will be available to be a spokesperson at public meetings?
9. Could you provide a basic feasibility study to present to the Town that would support construction of a new senior center? Establish size of facility?
10. Town FinCom would like to see total cost around \$1.5 million. Is this feasible for a 6,500 – 7,500 structure?