

Sterling Senior Center Design and Building Committee

Butterick Municipal Building - COA Room

January 9, 2013 5:30 pm

MINUTES

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

Open Meeting: Co-Chairman Chandler opened the meeting at 5:30 pm.

Interview #1: Mr. Frank Kennedy and Mr. Tim Singleton of Diversified Project Management addressed a proposed timeline that detailed numerous steps leading to the May ATM. He suggested that the "Friends" engage a funding consultant and felt that his past experience showed they were worth the money. Kennedy provided photographs of a smaller senior center in Erving, MA that was a recent project of DPM as well as a block diagram which represented the functional features of a senior center. Additionally he included a sample breakdown of major construction costs on a spreadsheet that identified a low and high range of possible costs. He said that DPM could work with the limited budget available to the Committee up to the ATM. Kennedy said that the funds specified in the RFQ would not cover a full time OPM, but possibly one who would be available for around 16 hours per week on average. Building support within the community was vital to the project and would have the assistance of DPM. The general scope of the work was discussed and Kennedy felt that all the work required to secure an OPM and architect at the ATM in May was possible.

Interview #2: Mr. Michael Pagano and Mr. Rob Para responded to the same concerns and questions posed to the first OPM candidate. Pagano indicated that \$1.5 million dollars would not be sufficient to complete the proposed center. He recommended that the Committee take the project in two parts. The first would bring the Committee to the ATM with an artist's rendering and cost estimates expressed in a low-high format. And, then return at a future Special or ATM with more detailed plans and refined construction cost estimates. Pagano suggested that a part time clerk-of-the-works should be considered and that there may be an experienced individual available within the community. L-PA could provide one for about \$75 per hour, if Sterling could not provide one. Writing the architect RFP was included in the scope of work. Following the ATM, additional funding would be needed for the continued services of the OPM and architectural services and more refined cost estimates. Regarding capital contributions, Pagano indicated that most private foundations would not donate funds for public projects. He also encouraged the Committee to secure the support of the Finance Committee and the BOS.

Post -Interview Action: Following a discussion of the relative strengths of both OPM applicants and understanding the different approaches and timelines each party recommended, Cranson, seconded by Watson, moved to explore a contract with Diversified Project Management. Vote: YEA = 6, NAY = 0. Chandler will contact Mr. Kennedy on Thursday and discuss the next steps.

Next Meetings: The Committee will meet at 6:30 pm at the COA on January 17 and January 24, 2013 to preliminarily review any agreements and prepare any recommendations before passing them to the Town Administrator and the Town Attorney in addition to identifying the proposed features and size of the project.

Adjournment: Following a motion by Watson and second by Maki, the Committee moved to adjourn at 8:53 pm. Vote: YEA =6, NAY = 0.

Respectfully submitted

Richard H. Maki
Richard H. Maki, Clerk