

Sterling Senior Center Design and Building Committee

Butterick Municipal Building – COA Room

January 17, 2013 6:30 pm

MINUTES

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

Open Meeting: Co-Chairman Cranson opened the meeting at 6:32 pm.

Minutes: The minutes of January 9, 2013 were approved as written following a motion by Chandler, seconded by Watson. Vote: YEA = 6, NAY = 0, ABS = 0.

Review Proposed OPM Contract: The Committee discussed and clarified the terms of the OPM agreement proposed by Diversified Project Management, Inc. (DPM) of Newton, MA. The scope of the work was described in detail and the monthly (Feb-Mar-Apr-May) billing would be \$6,250 for a total “fixed” rate of \$25,000. Additional services “must be authorized”. Reimbursable expenses are included, however, the Committee would be responsible for producing copies intended for volume distribution. The Committee has forwarded the proposed OPM agreement to the Town attorney - via Terri Ackerman – but he was unable to review it in time for tonight’s meeting. Once reviewed by the Town attorney, the agreement will be recommended to the Sterling Board of Selectmen for final approval. The need to schedule payment requests to coincide with existing practices of the Town treasurer’s office was noted. OPM services for Phase One will conclude on May 20, 2013 following the Annual Town Meeting.

Mr. Kennedy distributed the DPM, 13-step agenda, that addressed administrative procedures (Committee membership, meeting notices, distribution of minutes), a request for other public documents describing past Site and Building Committee actions, the value of all Committee members visiting other Senior Centers – specifically Erving, MA., a recap of the voting at the November, 2012 Special Town Meeting, available budget, future Architect RFP, a schedule of actions in next 117 days, roles and responsibilities, and a future weekly meeting schedule.

Mr. Singleton distributed a suggested RFQ for professional fundraising services that may be of interest to the Friends of the Sterling Seniors and the merits and typical conditions of service were discussed. He will email specific grant opportunities, and the names of several firms with whom DPM is familiar, to the Committee.

Mr. Kennedy encouraged a group tour of the Erving, MA center and stated that the 6,250 GSF building cost approximately \$260/Sq.Ft. and totaled approximately \$1,990,000. In addressing the potential use of the future center as a community shelter, Kennedy said that there may be special requirements associated with that designation and that DPM would investigate further. While describing the need to have Sterling financial decision-makers involved, he stated, “...there will not be a cheaper time to build.” Functionality of space and a maximization/flexibility of uses will be a project goal. Kennedy summarized by identifying tasks and assignments to be accomplished by DPM and various Committee members.

Adjournment: The Committee adjourned at 8:48 pm following a motion by Chandler and a second by Watson. Vote: YEA = 6, NAY = 0.

Respectfully submitted

Richard H. Maki

Richard H. Maki, Clerk

