

# **Sterling Senior Center Design and Building Committee**

Butterick Municipal Building - COA Room

February 21, 2013 - 6:30 pm

## **MINUTES**

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

**Opening Meeting:** Co-Chairman Cranson opened the meeting at 6: 36 pm.

**Approval of Minutes:** The minutes of January 31, 2013 were approved as written, following a motion by Chandler and a second by Whitney. Vote: YEA = 6, NAY = 0. The minutes of February 13, 2013 were approved as written, following a motion by Whitney and seconded by Maki. Vote: YEA = 4, NAY = 0, ABS = 2.

**Public Comments:** Mr. Kevin Beaupre spoke about his review of the most recent floor plan and suggested that positioning of the fitness room and game room be reversed.

A representative of Whitman & Bingham was unable to attend this meeting.

**Review of Floor Plan:** Ms. Cranson asked the Committee to focus upon finalizing a floor plan for Mr. Kennedy so he would be able to move ahead and prepare cost estimates.

Mr. Kennedy began by discussing the large multipurpose room and suggested a better orientation of the building is to parallel Muddy Pond Road primarily to better fit the proposed septic system and parking lot and to enable the view from the west facing axis of the building. He prepared and showed a 3-D model of the building on the site plan to explain his recommendation. The draft building footprint shown was ~6,400 square feet with an additional 900 sf for future expansion. Mr. Kennedy demonstrated how the future expansion could occur along the Boutelle Road side of the building, working with the established setbacks.

Mr. Cote made a motion that was seconded, for discussion, by Mr. Chandler to the effect that the size of the proposed center be modeled after the Sutton senior center which is ~5,600 sf in area. Vote: YEA = 1, (Mr. Cote). NAY = 5 (Mr. Chandler, Ms. Cranson, Mr. Maki, Mr. Watson, and Mr. Whitney).

The Committee discussed the size of the large multipurpose room and Mr. Kennedy informed the group (with a handout) that seating in a commercial restaurant setting was typically 10 to 12 sq.ft. per person and that more formal facilities may be 15 sq ft/person. The consensus resulted in accepting an area of ~2,100 sq.ft. into which a maximum of 150 people could be seated with the use of the "bump out" lounge area. Mr. Kennedy demonstrated where future expansion could occur along the Boutelle Road side of the building.

The size of the kitchen was discussed and it was agreed that the draft plan was too small and should be more rectangular in shape allowing for better use of the space. Members discussed alternatives to equipping the kitchen, including using some items from the current kitchen to beginning operations with new equipment. Phillips asked about the space for the computer equipment and several possibilities emerged including finding space in the lounge area.

Mr. Kennedy discussed the use of attic space for storage and indicated that a semi-finished “sprinklered” space could be accessed by a permanent stairway. The Committee agreed with the concept. Phillips introduced the need for storage of donated clothing and the popularity of the present system. During the discussion of the need for a mechanical and electrical room, Mr. Whitney recommended a small, partial basement be considered that could include outdoor maintenance equipment. Kennedy stated that adding such a basement would increase the cost of construction. Phillips questioned whether the dimensions of the women’s room were up to code and the group explored ways in which space could be shifted to enlarge the bathrooms. A combination medical room and SHINE room may be possible since the professionals can be scheduled at different times. Kennedy noted that the lobby provided “ante space” and allowed for visitors to mingle and talk, but that the area was probably a little too large and he would address the issue.

Additional questions were raised as to the space needs of a meal site manager and van drivers. Mr. Kennedy mentioned the frequent inclusion of a small meeting room in other centers. The need for private space for a few individuals was discussed. Phillips addressed the need for space for five desktop computers. Inclusion of a storage room for emergency equipment (60 sf) would add to the cost of the proposal and there was discussion about a separate warrant article or asking the fire chief if he might be able to find grant funding.

Storage continued to be a discussion topic. Kennedy said that moveable tables are convenient to move, but their design has a relatively large footprint. Phillips noted that Northborough has storage in every room in the center. She asked if space in the billiard’s room allowed for some counter and upper cabinet storage.

Cranson reminded the Committee that the funding request had to reach FinCom by March 5<sup>th</sup>. The Committee then considered a motion by Whitney and seconded by Watson to direct the architect to develop a 6,650 sf plan similar to that proposed by Mr. Kennedy. Mr. Maki requested an amendment to allow additional space for up to 200 sf +/- beyond Mr. Whitney’s motion. The Committee agreed to the amendment. Vote: YEA = 4 (Chandler, Maki, Watson and Whitney), NAY = 2 (Cranson and Cote). Moving to the main motion, the Committee voted to accept the amended motion. Vote: YEA =5 (Chandler, Cranson, Maki, Watson and Whitney), NAY =1 (Cote).

Mr. Kennedy stated that he was hoping to see more information on soil conditions shortly. There was consensus that propane would fuel the center. Mr. Chandler inquired about provisions for a coded security system, motion detectors, and a radio box system. The Committee, by consensus, decided to not include a sidewalk along Boutelle Road as requested by school officials. The sidewalk cost was estimated to be approximately

\$40,000. Construction cost estimates will be developed within a few weeks, but Mr. Kennedy shared his “ballpark” estimate based on \$300-\$310/sq. ft. as approximately \$2,060,000, plus other costs of about \$500,000. The building would likely be a steel frame structure with durable siding compatible with the neighborhood. DPM will develop a High-Low budget for the Committee for the next meeting.

**Future Meetings:** Regular Committee meeting on February 28, 2013 at 6:30 at the COA. Finance Committee meeting at 7 pm on March 5, 2013 in the Selectmen’s room.

**Adjournment:** The Committee adjourned at 8:43 pm following a successful motion by Mr. Whitney and a second by Mr. Watson. Vote: YEA = 6, NAY =0.

Respectfully submitted by

**Richard H. Maki**

Richard H. Maki, Clerk