

Sterling Senior Center Design & Building Committee

Butterick Municipal Building - COA Room

March 11, 2013 - 6:30 pm

MINUTES

Present: Jack Chandler, Maureen Cranson, Ronald Cote, Richard Maki, Peter Watson, Weymouth Whitney. **OPM:** Frank Kennedy (A-6:36). **Absent:** Ex Officio: Terri Ackerman, Karen Phillips, and OPM: Tim Singleton.

Opening Meeting: Co-Chairman Cranson opened the meeting at 6:34 pm.

Approval of Minutes: The Committee approved the minutes as written for February 28, 2013 following a motion by Mr. Chandler and second by Mr. Whitney. Vote: YEA = 6, NAY = 0. The Committee also approved the minutes as written for March 5, 2013 following a motion by Mr. Chandler and second by Mr. Cote. Vote: YEA = 6, NAY = 0.

Public Comments: Mr. Kevin Beaupre recommended that the subject of fundraising be brought up by the Selectmen. The purpose would be to encourage citizens to join in the effort to be mounted by the Friends of the Sterling Seniors. Discussion of the process of fundraising occurred.

Discussion of FinCom Presentation: Mr. Kennedy described the need for a formal response to questions raised by FinCom, specifically Chairman John Kilcoyne and member Patrick Fox. The response, he suggested, could be in the form of a memo which he would draft and forward to the Co-Chairs. Kennedy asked that the Committee speak with one voice and that all members should be getting all email communications.

At a previous meeting, Mr. Beaupre expressed his concern that the Town would incur liability if an exercise room were operated without supervision. In response, the Town Treasurer was asked to contact our insurance representative, MIIA, and Mr. Maki reported the following:

- The Town was fully protected,
- No additional premiums are needed,
- No attendant is required,
- MIAA would visit to verify code compliance when equipment is installed.
- The COA would continue the present practice of asking participants in exercise programs to sign a hold-harmless waiver and receive basic instruction in the operation of the equipment.

Mr. Kennedy moved to discuss nine questions, posed by Mr. Fox, focused upon expense categories listed in the High-Low Budget Proposal that the Committee had previously shared with FinCom. Several questions concerned the roles of the architect, OPM, clerk of the works, and construction details. The responses were discussed and will be drafted by Mr. Kennedy. The Committee discussed the desirability of non-taxpayer project funding via grants and it was stated that major efforts should wait until "shovels were in the ground". Members suggested that it would be advantageous to be able to state the sum of early fundraising efforts at the time of the ATM.

Mr. Chandler made a motion, seconded by Mr. Whitney, to authorize Ms. Cranson to receive and approve the draft memo to be forwarded to Mr. Fox. The memo would be added to the minutes of March 21, 2013.

Mr. Kennedy moved on to questions submitted by Mr. Kilcoyne regarding COA usage data aggregated by the “MySeniorCenter” software. Kennedy would draft a second memo explaining that ~350 different people have visited the COA in the past year for a total of ~11,500 different events. Ms. Cranson would similarly approve and forward the memo to Mr. Kilcoyne.

The Committee also discussed additional operating costs associated with the new facility. The major annual projected building expenses were:

- \$18,000 for heating, electricity, and water,
- \$ 6,000 for service contracts (phone, septic, etc.),
- \$ 6,500 for services provided by the Department of Public Works,
- \$ 6,000 for part time custodial services.

Mr. Kennedy confirmed the arrangements for the community meetings that will be held at the COA on April 3, 2013 at 2 pm and 7 pm. The Committee would do a “run-through” at its next meeting.

Warrant Articles: The Committee voted on a motion by Mr. Chandler and seconded by Ms. Cranson to present two warrant articles associated with (1)construction and (2)outfitting the new center. Vote: YEA = 6, NAY 0. Table top items would not be included in the kitchen equipment and would be provided via fundraising.

Following a thorough discussion, a motion to state the cost of the construction project, in the Warrant, at \$2.5 million dollars for an approximate building size of 6, 450 SF was made by Mr. Watson and seconded by Mr. Whitney. Vote: YEA = 5 (Chandler, Cranson, Cote, Watson, Whitney), NAY = 1 (Maki).

The motion to state the cost of furnishing and equipping the building at \$250,000 was made by Mr. Chandler and seconded by Mr. Whitney. Vote: YEA = 5 (Chandler, Cranson, Cote, Watson, Whitney), NAY = 1 (Maki).

The Committee agreed that the tentative fundraising target is approximately \$250,000.

Next Meeting: Thursday, March 21, 2013 at 6:30 pm in the COA room.

Adjournment: The Committee adjourned a 10:04 pm following a successful motion by Mr. Chandler and second by Mr. Whitney.

Respectfully submitted by,
Richard H. Maki
Richard H. Maki, Clerk

