

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

Butterick Municipal Building - COA Room  
July 19, 2012

## **MINUTES**

**Present:** Maureen Cranson, Jack Chandler (6:35), Ronald Cote, Richard Maki, Carl Strate, Peter Watson, and Weymouth Whitney. Ex Officio Terri Ackerman and Karen Phillips. Absent: None.

**Open Meeting:** Co-Chairman Cranson opened the meeting at 6:31 pm.

**Approval of Minutes:** The minutes of July 5, 2012 were approved following a motion by Whitney and seconded by Watson. YEA = 7, NAY = 0, ABS = 0.

**Welcome New Member:** The Committee welcomed new member Ronald Cote.

**Perc Test:** Co-Chairman Cranson described the results of the perc test conducted on July 17, 2012 at 20 Boutelle Road in Sterling. Six excavations were performed and four were suitable for locating the primary and reserve septic system fields. Using the modified conceptual design prepared by Whitman and Bingham, the plan complied with requirements set forth by the DCR and wetland regulations. The design was set for a 125-person occupancy, but will be amended in the final version to accommodate 150 individuals.

Numerous suggestions for changes in the basic plan were proposed and Cranson will relay them to W & B for inclusion in the final proposal. Among the main requests were:

- Reversing the location of the building and main parking area
- Design the septic system to provide for 150 people
- Provide parking emergency exit only on Boutelle Road
- Increase handicap parking from 4 to 8 spaces
- Move access road closer to pond buffer boundary
- Consider need for future expansion of building
- Consider parking area merge/be connected with existing school lot
- Provide for van parking and portico entry

The Committee voted to authorize Cranson to bring all suggestions to W & B for inclusion in a final plan following a motion by Chandler and second by Whitney. YEA = 7, NAY = 0, ABS = 0.

**Next Steps/Schedule:** The following timetable has been agreed upon by engineers at W & B:

July 27, 2012	Flag adjacent wetlands
August 3, 2012	Complete topographic map of site
August 10, 2012	Complete septic system design
August 15, 2012	Complete ANR for Planning Board

Meet with Sterling Board of Selectmen on August 15, 2012 to describe progress on the Senior Center project. Building Committee members and an engineer from Whitman and Bingham will be present.

Chandler will talk with the Wachusett school district regarding a joint exit for the Center and Chocksett School parking lots. Ackerman discussed the need to have preliminary plans completed to enable presentation of a warrant article in November requesting funds for an Owners Project Manager (OPM) and an Architect. The required project funding level will be addressed by the Committee in time for preparations for a Special Town Meeting in November, 2012. Ackerman will also prepare the ad for the OPM at the appropriate time.

The Committee expects to have completed the required documents for review by the Planning Board, Board of Health and Conservation Commission by the end of August.

**Payment for Engineering Services:** One half of the \$4,999.00 bill for services rendered by Whitman and Bingham will be paid from previously approved funds available from the Sterling Council on Aging. Phillips will assume administrative responsibility for the anticipated engineering costs (total of \$4,99.00).

**Next Meeting:** The next meeting of the Sterling Senior Center Design and Building Committee will be held on August 9, 2012 at 6:30 pm in the COA room of the Butterick Municipal Building.

**Adjournment:** A motion to adjourn was made by Chandler and seconded by Watson at 7:58 pm and was unanimously approved.

Respectfully submitted by

Richard H. Maki  
Richard H. Maki, Clerk

