

# Senior Center Building Committee

Butterick Municipal Building - Room 205

May 29, 2014 - 6:30 PM

## MINUTES

**Present:** Jack Chandler, Maureen Cranson, Ron Cote (6:33), Richard Maki, Judy Reynolds (6:58), Peter Watson, Weymouth Whitney. Kevin Beaupre, Robert Bloom, Karen Phillips. Robert Cutler, Jeffrey Ritter, James Rheault. **Absent:** None.

**Opening Meeting:** Co-Chairman Cranson opened the meeting at 6:30 PM.

**Approval of Minutes:** The minutes of April 30, 2014 were approved as written following a motion by Mr. Whitney and second by Mr. Maki. VOTE: YEA = 3, NAY = 0, ABS = 3. It was noted that no minutes were taken at the posted meeting on May 13, 2014 as there was no quorum present and no business was conducted.

**RFQ Discussion:** Town Administrator Ritter described the process by which an Owners Project Manager (OPM) would be conducted, and subsequently with the assistance of the OPM, the RFQ would be published regarding hiring a project architect. Mr. Ritter offered advise relative to hiring architects that are the most in tune with the needs and wishes of Sterling and the importance of selecting an individual/firm who listens to the wishes of the Building Committee. He stated that the architect is hired based upon his qualifications, and following interviews and recommendations by the Building Committee, hired by the Board of Selectmen. The first action of the Committee will be to hire an OPM experienced in the construction of senior centers and a sub-committee was formed. A unanimous Committee vote followed a motion by Mr. Chandler and second by Mr. Watson, to ask Mr. Bloom, Ms. Cranson and Mr. Maki to work with Mr. Ritter in the next few weeks to prepare the RFQ for the OPM. COA Director Phillips will serve in an ex officio role.

**Jamie Rheault:** Mr. Rheault summarized the “next steps” as preparing the OPM RFQ, rating the candidates and then letting the OPM develop the RFQ for the architect. He also stated that it is possible to begin the site work prior to hiring the architect. Specifically, tree removal, stumping, stripping loam and installing erosion controls could be accomplished. There was discussion of the potential benefits of having a local firm(s) engaged in the site development process. Mr. Cote raised concern that, once cleared of trees, the site would become a “dust bowl” and a neighborhood nuisance if the clearing was not followed in a reasonable time by construction activities. Mr. Rheault said that an area wood burning energy plant might be interested in stumps and other debris from the clearing process.

**Ballot Recount:** Ms. Cranson notified the Committee that the Town Clerk will conduct a requested recount of the ballot question (#1) authorizing the senior center project on Monday, June 2, 2014 beginning at 9:30 AM in the 1835 Town Hall. Project proponents are entitled up to eight representatives to observe the hand-count and Ms. Cranson will serve as the official spokesperson. Mr. Chandler, Mr. Bloom, Mr. Maki, Ms. Foster, Mr. Whitney are among the volunteers confirmed to date.

**Next Steps:** Observe the ballot question recount on June 2, 2014. Work with Mr. Ritter to develop and publish a RFQ for an Owners Project Manager. Further, to look into the process by which site development can be initiated.

**Report on Assignments:** None

**Assignments:** Identified in "Next Steps"

**Open Discussion:** None

**Adjournment:** Following a motion by Mr. Chandler and Mr. Whitney, the Committee unanimously voted to adjourn at 8:00 PM.

Respectfully submitted by,

**Richard H. Maki**

Richard H. Maki, Clerk