

Sterling Senior Center Building Committee

Butterick Municipal Building - Room 201

August 4, 2014 - 6:00 PM

MINUTES

Present: Chairperson Maureen Cranson, Vice Chairman Michael Padula, Kevin Beaupre, Robert Bloom, Ronald Cote, Richard Maki, Weymouth Whitney. **Absent:** Ex Officio Karen Phillips. Guest: Judy Reynolds.

Meeting Opening: Ms. Cranson opened the meeting at 6:03 PM.

Selection of Owner's Project Manager – Discussion Continued from July 31, 2014.

Committee members reviewed the written qualification of the candidates as well as their responses during the previous interview. Ms. Cranson was previously requested to contact Architectural Consulting Group and P-Three with additional clarifying questions referred to in the "Reference Documents". ACG replied that they would expect the entire project to be completed, start to finish, in 15-18 months. Regarding distance from Sterling, they said they would drive or fly to Sterling depending upon weather conditions. They explained that the General Contractor in Groton had gone bankrupt, a bond was called in, and the town hired a former supervisor to assist in completing the project. P-Three referred to the Clerk of Works as a "Field Manager" and included cost for the CoW in their sample budget. An advantage of hiring a CoW from the same company as the OPM centered on having full responsibility resting with the firm rather than potential disagreements arising between a Town-hired CoW and the OPM. The Committee preferred to hire a CoW at a later time and has provided funds in the project budget.

The Committee verified that the Town Administrator preferred that the Building Committee forward the name of their top choice to the Board of Selectmen for further interview and hiring.

Mr. Beaupre made a motion, seconded by Mr. Padula, to recommend Architectural Consulting Group to the Sterling BOS. VOTE: YEA = 6, NAY = 0, ABS = 1. The BOS is expected to act on the recommendation on Thursday, August 7, 2014.

Mr. Ritter, assisted by Town Counsel, will draft the OPM contract. Committee members are invited to review the sample documents and suggest amendments to Mr. Ritter.

Mr. Beaupre, seconded by Mr. Padula, requested that the email responses used to clarify additional questions of two candidates be included as reference documents in the Committee minutes. VOTE: YEA = 7, NAY = 0, ABS = 0.

Chairperson Cranson will notify Architectural Consulting Group of the Committee's recommendation to the Sterling BOS.

Next meeting after the BOS session this Thursday (8-7-14) will be on August 14, 2014.

Adjournment: Mr. Padula, with Mr. Beaupre seconding, made a successful motion to adjourn the meeting at 7:02 PM.

Respectfully submitted by

Richard H. Maki

Richard H. Maki, Clerk

Reference Documents:

email responses from Architectural Consulting Group and P-Three