

# **Sterling Senior Center Building Committee**

Butterick Municipal Building - COA Room

August 21, 2014 - 6:30 PM

## **Minutes**

**Present:** Chairman Maureen Cranson, Vice-Chair Michael Padula, Kevin Beaupre, Robert Bloom, Ronald Cote, Richard Maki, Weymouth Whitney. Ex Officio: Jeff Ritter and Karen Phillips. OPM Representatives Michael Josefek and Peter Koczera. Guest: Judy Reynolds.

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

**Approval of Minutes:** The minutes of August 14, 2014 were approved as written following a motion by Mr. Whitney and second by Mr. Bloom. VOTE: YEA = 7, NAY = 0, ABS = 0.

**Discussion Resulting From Site Visit:** Mr. Beaupre, Mr. Cote, and Mr. Padula went on a site visit at the corner of Boutelle Road and Muddy Pond Road on Saturday, August 16, 2016. They viewed approximately 100 pine trees and observed their potential as lumber and reported that not all trees in the stand would be good as harvested lumber. They also looked at the boundary of the property near the Chocksett School and a playground. They suggested that the area needs to be surveyed and the ground marked to show the actual construction boundaries and neighboring wetland areas. Mr. Ritter stated that he would estimate the cost of marking the property to be approximately \$1,500. Ms. Cranson will contact Whitman and Bingham, who prepared the original maps of the property, to see what services they could provide.

**Discuss and Review the Architect RFQ:** Mr. Ritter explained that he had received comments from Committee members requesting that language regarding past experience be included in the RFQ. Architectural Consulting Group understood the value of direct past design experience with senior centers but cautioned the Committee about being too specific as it might limit the pool of potential designers. "Get as many firms (bidding) as possible", stated OPM Michael Josefek. Mr. Ritter agreed to draft RFQ language that "encouraged" architects with past senior center design experience by receiving more favorable consideration during the selection process. Ritter will publish the RFQ in the Central Register on September 3, 2014 with a final return deadline of September 23, 2014 at 11:00 AM in his office. The Worcester T & G will also publish a notice for several days beginning on or about September 3, 2014.

**Scoring the RFQ's:** Committee members will individually perform a preliminary review to narrow the selection process followed by a more detailed comparison of proposals at the next Committee meeting.

**Contract Signing:** Mr. Ritter asked that all Committee members add their signatures to the contract hiring Architectural Consulting Services as the project OPM.

**Proposed Schedule Suggested by ACG:**

- Determine who will be interviewed by October 1
- Conduct interviews around October 10
- Signed contract target around October 15<sup>th</sup>
- Full team on board by the end of October
- Receive architectural plans by April 1, followed by bidding, review of credentials

**Proposed Budget:** ACG wants to see the Committee’s preliminary budget to use as a starting point. Ms. Cranson will send a copy to ACG. The maximum available funds for building construction is \$1.9 million dollars.

- Next Steps:**
1. Publish the architect RFQ requests
  2. Construct a list of all town department heads and boards that the architect will potentially need to contact during the project. Include their typical meeting schedules.
  3. Assemble a file of all written approvals previously provided by various boards such as planning, board of health, etc., for the architect.
  4. Consider scanning them and sending them to ACG website for internal usage.
  5. Mr. Ritter will contact the SMLD regarding permits and procedures for installation of electric service to the site.
  6. Mr. Cote will contact NSTAR regarding permits and procedures for installation of natural gas service to the site.

**Open Discussion:** Committee representatives will meet with the BOS to inform them of the current state of progress on the project and to receive the Committee “charge”. The concept of a peer review was raised and ACG said that they felt it was not necessary for this level of project and that they would be serving as a review body based upon their experience in architecture and construction. The possibility of having a webcam at the building site during construction was briefly explored. It would be available to the Town to observe progress on the project.

**Next Meeting:** September 3, 2014 at 6:30 PM. No meeting next week Thursday.

**Adjournment:** The Committee adjourned at 8:15 PM following a successful motion by Mr. Bloom, seconded by Mr. Beaupre.

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