

Sterling Senior Center Building Committee

Butterick Municipal Building - COA Room

September 25, 2014 - 6:30 PM

MINUTES

Members present: Chair Maureen Cranson, Vice-Chair Michael Padula, Kevin Beaupre, Robert Bloom, Ronald Cote, Richard Maki, Weymouth Whitney. **Absent:** None. Others present: Michael Josefek, Peter Koczera of Architectural Consulting Group (ACG), Selectman John Kilcoyne, COA Director Karen Phillips.

Open Meeting: Chair Cranson opened the meeting at 6:30 PM.

Minutes: The minutes of September 18, 2014 were approved as written following a motion by Mr. Whitney and second by Mr. Bloom. VOTE: YEA = 7, NAY = 0, ABS = 0.

Report on Tree Removal: Mr. Beaupre spoke to the DPW Director regarding timely advertising of bids to remove trees on the site of the future Senior Center. To advance the timing of the bid announcement, Ms. Cranson will prepare a draft of a suggested bid announcement and ask DPW Director Wm. Tuttle to have it published. The Building Committee will pay the lowest bidder to remove the trees. Stump removal will await the spring when construction is expected to commence. Motion in support of requesting the tree cutting was offered by Mr. Padula and seconded by Mr. Whitney. VOTE: YEA = 7, NAY = 0, ABS = 0. Ms. Cranson also reported that staking of the property was begun today and would be completed Friday (9-24-14).

Review of Architect FRQ's & Scoring: The Committee read their specific rankings of the designer candidates and they were aggregated to determine the range of relative scores. The scores ranged from 68 points to 124 points. There was discussion by some members about their reasoning for grading a candidate either high or low compared with his peers.

In order to narrow the range of designer candidates, Mr. Padula, seconded by Mr. Beaupre, motioned to remove the lowest ranking candidate (Mr. Lukez) from further consideration and interview. VOTE: YEA = 7, NAY = 0, ABS = 0.

Similarly, after further discussion, Mr. Whitney moved to retain Mr. Alvord, despite his having a relatively low score. The motion failed for lack of a second.

Mr. Beaupre, seconded by Mr. Padula, moved to remove Mr. Alvord from further consideration. VOTE: YEA = 6, NAY = 1, ABS = 0.

Mr. Maki, seconded by Mr. Padula, moved to remove OMR from further consideration. VOTE: YEA = 7, NAY = 0, ABS = 0.

The Committee discussed their preference for retaining three or four candidates for interviews. and decided to interview four designer candidates following a motion by Mr. Beaupre and second by Mr. Bloom. VOTE: YEA = 6, NAY = 1, ABS = 0.

Mr. Josefek, project OPM, indicated that they (ACG) have worked with three of the four finalists: Mr. Catlin, Mr. Reinhart, and Mr. Dietz. Relative to the interviews, ACG will assemble some suggested questions for the Committee and email them to Ms. Cranson.

The subject of reference checks was discussed and some tentative assignments were made. However, the Committee ultimately decided to perform the interviews first, potentially simplifying the number of future reference checks. A motion to that effect was made by Mr. Padula and seconded by Mr. Bloom. VOTE: YEA = 7, NAY = 0, ABS = 0.

Ms. Cranson will notify the designer finalists of interviews on October 2, 2014, commencing at 6:00 PM at the Butterick building in a room TBD. The interviews will be 45 minutes in length, beginning on the hour. The order of candidates will begin with Mr. Turowski, followed by Mr. Dietz, Mr. Reinhart, and conclude with Mr. Catlin. The candidates will be requested to not bring any audiovisual equipment or boards to the interview. Questions and answers will follow a brief introduction. Committee members will be assigned specific questions of each candidate. Building Committee members are asked to arrive at 5:30 PM to prepare for the interview sessions.

Open Discussion: COA Director Phillips reported on her assignment to query Fire Chief David Hurlbut regarding the designation of the alternative use of the Senior Center in the event of a Town-wide emergency. Chief Hurlbut said he needed electric power and cooking facilities in a “temporary evacuation center”. Placement of pets of individuals at the center would be located in an area of the nearby school.

Mr. Kilcoyne asked if other Selectmen should attend the interviews and the Committee encouraged their participation and they will be invited to the session. In their capacity as observers, they may pass additional questions to Ms. Cranson who will redirect them to individual candidates.

Adjournment: A motion to adjourn was moved by Mr. Whitney and seconded by Mr. Padula at 8:24 PM. VOTE: YEA = 7, NAY = 0, ABS = 0.

Respectfully submitted by

Richard H. Maki

Richard H. Maki, Clerk