

# **Sterling Senior Center Building Committee**

Butterick Municipal Building - COA Room

May 28, 2015 - 6:30 PM

## **MINUTES**

**Present:** Chair Maureen Cranson, Vice-Chair Michael Padula, Kevin Beaupre, Robert Bloom, Richard Maki, Weymouth Whitney. John Kilcoyne (A=6:33), Michael Szlosek, Karen Phillips. OPM: Michael Josefek, Peter Kozcera. Turowski 2: Steven Lapin (A=6:34). Builders Systems Inc. project managers Dave Putnam and Ed Shea. **Absent:** Ronald Cote

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

**Approval of Minutes:** The minutes of May 21, 2015 were approved as written following a motion by Mr. Whitney and second by Mr. Bloom. VOTE: YEA = 6, NAY = 0, ABS = 0.

**Introduction of General Contractor Representatives:** Mr. Josefek introduced project managers Dave Putnam and Ed Shea from Builders Systems Inc. to the Building Committee and other attendees. Ms. Cranson said that Mr. Sean Hamilton from the Sterling Municipal Light Department and Mr. William Tuttle of the Department of Public Works were unable to attend this evening but can be contacted by BSI at their earliest convenience.

Mr. Putnam explained the sequence of events BSI planned and they have already secured most of the necessary documentation in preparation for signing a formal contract. Among their early actions will be securing concrete and steel submittals, locating an office trailer on the site, inquiring what the Committee would like on the sign at the construction site, and touching base with the SMLD and water departments. They want to schedule a pre-construction meeting with the appropriate parties and would "like to see it (construction) done by January", given good weather and other minimal delays. Putnam identified Mr. Shea as site project manager, but he would also be present at times during construction. Mr. Putnam indicated that he would like to use Whitman & Bingham for further engineering work and has contacted local vendors to do additional site work.

The pre-construction meeting will include BSI, T2, ACG, the utilities, and key vendors. He estimated that framing would be completed in 4-5 weeks.

There was discussion about a formal groundbreaking, the schedule, and the public relations value. Mr. Josefek asked for a new contact list that can be exchanged with BSI. The sign and whose names were on it was discussed with the consensus that "Sterling Senior Center Building Committee" and an expression like, "Thanks for the generosity of Sterling residents" or some such be included.

The 32-foot construction trailer location was addressed and it was agreed, after some discussion and consideration of the neighbors, that the best location was close to Boutelle Road and the Chocksett MS parking lot in a flat area.

There was further discussion of the "chain of command" on the site and the Committee agreed that they are to contact the OPM with any questions or concerns. Only certain people will have access to the site with "civilians" generally not allowed. BSI will provide a safety barrier near the school and suggested that a fence surrounding the site was not necessary. They have requested that Sterling

police “swing by” after hours and that BSI would keep a minimum of construction material on hand to minimize the potential of theft. ACG will also provide security video of the job site.

Mr. Josefek and Mr. Putnam requested additional full-size construction plans from Mr. Lapin (T2).

Mr. Putnam assured the Committee that BSI would provide an “organized and safe site”. BSI said they would provide a photo album showing the sequence of construction at the completion of the project. Mr. Josefek said that the Committee could also post any pictures on the ACG website.

BSI will provide a preliminary schedule at the pre-construction conference. Putnam requested that he be informed of any changes as soon as possible so as to not unnecessarily delay the project. Only approved submittals will go to ACG to be placed on file. Mr. Putnam asked the Committee to be thinking about colors and his remark led to a reminder that Libby Turowski was going to provide two color combinations from which the Committee could choose. Mr. Lapin will prompt T2 about the need to prepare color choices sooner rather than later.

Mr. Putnam was optimistic about moving the project along and said that there were “no major components on this project” that had potential to delay completion. BSI left the meeting at 7:46 PM.

**Discussion of Add-ins:** Mr. Josefek encouraged the Committee to “let the dust settle” before addressing the potential add-ins. Ms. Cranson suggested that members identify their top three building features for the next meeting. Other ideas can be added to the list of add-in circulated previously. Mr. Beaupre asked about the cost of increasing insulation and Mr. Kozcera essentially said that there was at some point, a diminishing return on the investment. Referring to an earlier Committee question about the size of the electric panel, Ms. Cranson said that the electrical engineer was sizing the panel based upon earlier plans to provide for future expansion of the building. A decision on the panel would be on the next agenda when the added savings/costs could be analyzed..

**Invoices:** No invoices were presented for signing.

**Next Steps:** Prepare for the pre-construction conference  
Complete the contract by next Monday for signing by the BOS  
Talk about future PR next Monday  
Josefek and Szlosek will work on 3<sup>rd</sup> party testing labs  
T2 will provide recommendations on colors  
Discuss add-ins at next meeting on June 18, 2015 at 6:30 pm  
New contact list

**Open Discussion:** Work to minimize construction noise/dust on neighborhood  
Advise neighbors as construction approaches by letter  
Invite neighbors to groundbreaking ceremony  
Construction is “on projected budget”

**Adjournment:** A motion to adjourn was heard from Mr. Padula and seconded by Mr. Beaupre at 8:17 pm. VOTE: YEA = 6, NAY = 0.

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