

Sterling Senior Center Building Committee

Butterick Municipal Building - COA Room

December 3, 2015 - 6:45 PM

MINUTES

Present: Chair Maureen Cranson, Vice-Chair Michael Padula, Robert Bloom, Ronald Cote, Richard Maki. **Absent:** Kevin Beaupre and Weymouth Whitney. T.A. Michael Szlosek and COA Director Karen Phillips. Architects Peter and Libby Turowski. OPM Peter Kozcera.

Open Meeting: Chair Cranson opened the meeting at 5:53 pm.

Minutes: The Minutes of November 12, 2015 were approved following a motion by Mr. Bloom and second by Mr. Padula. VOTE: YEA = 5, NAY = 0, ABS = 0.

T-2 Update: Mr. Turowski identified continued construction progress with installation of the floor covering in the main room; epoxy completed in the bathrooms and kitchen; first coat of paint on all interior surfaces; base coat of asphalt completed; interior doors being installed; and major portions of the ceiling completed. Installation of glazing on doors and the newly approved gutters is expected soon. There remains a delay in receiving all aluminum exterior doors and the contractor is "pushing" the manufacturer. The current shipping date is December 21st. Mr. Kozcera and Mr. Turowski explained that the doors are likely being delayed because of a large number of seasonal projects throughout the state contributing to a production backlog on aluminum windows and doors.

Payment invoice #5 from BSI was approved for \$445,041 representing 67% of the total construction cost of the project.

The Committee was asked to contact the Sterling DPW regarding installation of handicap signage in cooperation with BSI.

Mr. Padula asked about the status of payment of invoice #11 and partial payment of invoice #10. He was informed that Mr. Josefek had reviewed and approved payment at a previous meeting.

An Internet data form regarding exterior control of the HVAC system would be given to Spaulding Hills of Nashua (Town Internet Vendor) on Monday, December 7, 2015 for completion before returning it to the HVAC subcontractor.

Ms. Cranson reported that Westerman's would be delivering kitchen equipment (stove, sinks, etc.) on December 14th for installation. Other equipment (refrigerator, freezer, shelves, etc.) would be delivered and installed at a later date.

Mr. Maki informed the Committee that the base of the flag pole will be installed this weekend and arrangements have been made for entry onto the construction site.

Mr. Kozcera asked the Town to contact Comcast and request that they install cable service to the building and that billing should be in the name of the Town of Sterling. Any charges associated with current services will be paid by BSI until it becomes the Town's responsibility in the near future. Mr. Bloom, with the assistance of Mr. Szlosek, will contact the Comcast governmental representative to initiate the process.

Mr. Kozcera stated that future grass areas will be hydroseeded with the hope of stabilizing the surfaces and will be repeated in the spring if germination is not appropriate. He also indicated that BSI may pave the top coat soon or wait until the spring. In the event BSI chooses to delay the final coat of asphalt, they will strip the parking lot and place transitional ramps from the base coat to the cement walkways where necessary. It was noted that BSI has tentatively scheduled work for December 14th, which was a potential conflict with delivery of kitchen equipment. Kozcera said that once the gas meter is installed and inspected, the HVAC subcontractor will begin heating the building from the natural gas supply replacing the temporary propane heating source.

Ms. Cranson indicated that she, Ms. Bloom, and Ms. Phillips will continue to work with WB Mason to select furniture for the building.

Mr. Kozcera said he will contact BSI to secure all equipment manuals and vendor contact data for the Committee. He also indicated that the construction trailer and the temporary service equipment is anticipated to be removed by December 16th and operations will continue within the heated building. The security fence is also expected to be removed at about the same time.

Invoice Signing: The Committee signed an invoice for ACG totaling \$28,911.

Next Meeting: January 7, 2016 at the new Senior Center at 5:00 pm.

Adjournment: Mr. Bloom moved to adjourn at 6:37 pm, seconded by Mr. Padula. Unanimous consent was given.

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