

Sterling Senior Center Building Committee

Butterick Municipal Building – COA Room

January 21, 2016 – 6:00 PM

MINUTES

Present: Chair Maureen Cranson, Vice-Chair Michael Padula, Robert Bloom, Ronald Cote, Richard Maki. John Kilcoyne, Michael Szlosek, Karen Phillips. Weymouth Whitney. Absent: Kevin Beaupre.

Approval of Minutes: The minutes of January 7, 2016 were approved as written following a motion by Mr. Padula and second by Mr. Bloom. VOTE: YEA = 5, NAY = 0, ABS = 0.

Punch List: Architect Peter Turowski identified numerous items on his punch list including, but not limited to: General clean up, paint touch up, window fit, weather stripping issues, illumination in handicapped bathroom, etc.

Ms. Cranson described the need for an alarm system and discussion with a vendor. BSI asked the Committee for a key distribution list. The Committee decided on two key pads for the alarm system, at the front door vestibule and inside the exterior kitchen door. There was discussion as to how and to whom the system “reports”. There will be work in the future to install an automatic door opener.

Mr. Whitney spoke about the need for a shower curtain or door in the handicap shower along with an improvement in the lighting. Mr. Padula asked about the installation of “blocking” to mount a projection screen, Ms. Cranson said that will occur later if necessary. He was also told that the fence on part of the driveway will be installed in the spring.

Ms. Phillips also asked about the curtain, progress on ordering furniture, moving plans, training of staff on kitchen stove, etc. Ms. Cranson said that she and Ms. Phillips will be meeting with the furniture consultant shortly to refine choices leading to a useful cost estimate. Current funding sources come from the building budget, remaining building funds held by the COA, portions of other COA money and donations. The total cost is likely to be above \$65,000 for all building furnishings.

Mr. Cote asked if the wattage on the two exterior building lights could be lowered and said that the lights themselves are fine. Ms. Cranson is investigating whether tiles painted by families supporting the SPARC park might be repurposed for part of an inside wall at the Center. A building sound system will be addressed after occupancy. Signage: a stop sign and handicap signs have been ordered and will be installed by the DPW.

Telephone System: Mr. Bloom and Mr. Maki explained their work to secure a telephone system and have interviewed five vendors and are analyzing their proposals. Two main distinctions in systems are available. In one, the vendor provides all of the equipment at a monthly charge. The second group of vendors propose to have the Center purchase phones and telecommunications equipment up front with only a monthly line charge thereafter. They have also examined current telephone usage in Town and have a basic understanding of potential interconnectivity being investigated for the future. The Committee VOTED: YEA = 5, NAY = 0 to ask Bloom and Maki to go ahead and select a system and get it installed. The motion was made by Mr. Padula and seconded by Ms. Cranson. VOTE: YEA = 5, NAY = 0.

Invoices: Approval was given to pay ACG, LLC for their OPM services \$14,455.70 and \$28,911.80 for past and current services, totaling \$43,367.50. Westerman's \$33,998 and \$640 for kitchen equipment, totaling \$34,638.

Next Meeting: The next meeting may be held at the COA/Senior Center on February 4, 2016 at 6:30 pm. A walk-through of the new Center is available at 6:00 pm.

Adjournment: Mr. Cote made a successful motion to adjourn, seconded by Mr. Padula at 8:32 pm.

Respectfully submitted by

Richard H. Maki

Richard H. Maki, Clerk