

LESLIE HENNESSEY, Director

Senior Center Building Committee  
January 16, 2019  
Meeting Minutes  
Room 3, Council on Aging Building, 45 Dayton Street

Present: Diane Mulvaney, Leslie Hennessey, Jeff Cyr, Linda Young, Carol Constant, Michael Siddall, Richard Ness, Rick Pio, Kevin McAllister, Ted Boulais and Phil Palumbo

The meeting was called to order at 5:00pm by Chair Diane Mulvaney.

**Approval of Prior Minutes**

Kevin McAllister made a motion to accept the minutes of the December 17, 2018 Building Committee meeting, was seconded by Linda Young and unanimously approved.

**Project Invoices**

Diane Mulvaney indicated there are currently no invoices to be reviewed.

**Project Update**

Project Schedule Update

Phil presented the updated project milestone schedule. Phil highlighted the 20day extension to the designer RFQ process from the previous schedule that was presented. Phil indicated the current goal is to eat-up that 20 days within the upfront schematic design period, so that the final completion dates of the three design phases can stay unchanged. Phil mentioned that if the awarded designer indicates during the upfront schematic design period that they need a slight schedule extension, then we can discuss the topic at that point.

Designer Selection Update

Phil indicated the proposals from the designers are due next Wednesday, January 23<sup>rd</sup>. At that point Colliers will start the review of the proposals with the goal of having the designer kickoff meeting Wednesday, January 30<sup>th</sup>.

Project Budget Update

Phil presented two potential budgets to the committee. Budget 1 was the \$10.8M total project budget with a 15,625SF building, and Budget 2 was a \$11.022M total project budget with a 16,150SF building with the additional \$222K+/- from fundraising that has been completed. Kevin McAllister made a motion to approve Budget 1 and Carol seconded the motion. This motion was 2 members for and 6 member against. Linda Young made a motion to approve Budget 2 and Ted seconded the motion. This motion was 6 members for and 2 members against.

Site Issues Update

Phil presented a marked-up site plan to show the amount of parking the site could potentially get when accounting for the 50' no-disturb buffer off of the wetlands at the northeast corner of the lot. The parking space quantity was 73, but this was very approximate and rough, as well as didn't account for the potential parking that could fit along right field of the baseball field nor the potential parking that could be added once the smaller size senior center building footprint was used on the site layout. The consensus was with the 85% of peak demand parking by-law and the occupants that take other means of transportation other than a vehicle that needs a parking space, the project should be able to achieve the Town required amount of parking. Phil and the rest of the committee members indicated and recognized that this would be a topic that will need to be further developed, vetted and confirmed by the awarded design team.

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**New Business**

Hazardous Material Testing

Kevin McAllister asked when the hazardous material testing would be conducted on the existing building. Phil indicated Colliers would put together the RFS for this ASAP and work towards getting the testing done ASAP.

**Adjournment**

At 6:24pm Kevin McAllister made a motion to adjourn the meeting, was seconded by Linda Young and unanimously approved.

**Items Distributed During this Meeting**

1. 12/17/18 Draft Meeting Minutes
2. Project Milestone Schedule dated 1/16/19
3. Total Project Budget dated 16JAN19
4. Site Plan Sketch

Next meetings

January 30, 2019

February 13, 2019

February 27, 2019

March 6, 2019

March 20, 2019

April 3, 2019

April 17, 2019