

LESLIE HENNESSEY, Director

Senior Center Building Committee
January 30, 2019
Meeting Minutes
Room 3, Council on Aging Building, 45 Dayton Street

Present: Diane Mulvaney, Leslie Hennessey, Jeff Cyr, Linda Young, Carol Constant, Rick Pio, Kevin McAllister, Ted Boulais, Phil Palumbo and Adam Dalessio

Not Present: Michael Siddall and Richard Ness

The meeting was called to order at 5:02pm by Chair Diane Mulvaney.

Approval of Prior Minutes

Linda Young made a motion to accept the minutes of the January 16, 2019 Building Committee meeting, was seconded by Kevin McAllister and unanimously approved.

Project Invoices

There were no invoices to be reviewed.

Project Update

Project Schedule Update

Phil presented the updated project milestone schedule. Phil highlighted that Building Committee meeting dates were changed to better fall in line with the design process. The revised Building Committee meeting dates were reviewed. It was decided to move the March 13, 2019 meeting to March 14, 2019, and the November 4, 2019 meeting was to-be-determined.

The public presentation topic was discussed. It was decided that the April 18, 2019 "Know Your Town Night" event will be for Leslie to present the project's design progress to date. The more formal public presentation where the OPM and architect present will be scheduled around that timeframe. The team will determine a date for that once the architect is on board.

Phil indicated that Colliers has issued RFS's for hazardous material consulting services and for estimating services. The due date for proposals for both RFS's is Wednesday February 6, 2019.

Designer Selection Update

Phil and Adam presented the scorecard of the architect qualifications package review. They summarized the review of each of the five firms that applied, and within that discussion indicated why edm was ranked as the top firm. Phil indicated the next step is to negotiate with edm on the contract terms and to get a letter of recommendation to the Select Board for approval to move forward with edm. Phil indicated the goal was to have the letter to the Select Board out to them in time for the Tuesday February 5, 2019 Select Board meeting and for the designer kickoff meeting to be Wednesday February 6, 2019.

Project Budget Update

Phil presented the total project budget. Phil indicated that the furniture budget amount is the fundraising monies, so it's imperative that those funds come to fruition.

Phil presented the project control budget. Phil indicated the control budget covers what the design team is responsible to design to, which is construction of the building and site and the furnishing of the building with furniture, technology, etc. Phil indicated the project control budget is the budget that is spoken about while designers are involved with the conversation, not the total project budget.

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New Business

Temporary Senior Center Location

Phil indicated the process to determine where the Senior Center's temporary facility is going to be during construction should start ASAP. It was decided that a couple Building Committee members will assist Leslie with seeking out potential facility options. Phil indicated the costs involved with moving to the temporary facility and from there into the new facility once construction is completed is covered in the project budget, and Colliers will manage that move process.

Adjournment

At 5:48pm Kevin McAllister made a motion to adjourn the meeting, was seconded by Jeff Cyr and unanimously approved.

Items Distributed During this Meeting

1. 1/16/19 Draft Meeting Minutes
2. Project Milestone Schedule dated 1/28/19
3. Architect Qualifications Scorecard
4. Total Project Budget dated 30JAN19
5. Project Control Budget dated 28JAN19

Next meetings

- February 6, 2019
- February 20, 2019
- March 14, 2019
- April 17, 2019
- May 22, 2019
- June 19, 2019
- August 7, 2019
- August 28, 2019
- September 18, 2019
- November 4, 2019 TBD