

LESLIE HENNESSEY, Director

Senior Center Building Committee
February 6, 2019
Meeting Minutes
Room 3, Council on Aging Building, 45 Dayton Street

Present: Diane Mulvaney, Leslie Hennessey, Linda Young, Carol Constant, Rick Pio, Kevin McAllister, Ted Boulais, Michael Siddall, Richard Ness, Bruce Forcier, Phil Palumbo, Tim Eagles and Chris Wante

Present Via Phone: Doug Gallow and Ellen Gallow

Not Present: Jeff Cyr

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

Approval of Prior Minutes

Kevin McAllister made a motion to accept the minutes of the January 30, 2019 Building Committee meeting with the addition of clarifying Carol and Linda as the people who are going to assist Leslie with locating temporary facility options for the COA during construction, was seconded by Linda Young and unanimously approved.

Project Invoices

There were no invoices to be reviewed.

Project Update

Designer Kickoff

It was started off with introductions by all in attendance. Tim Eagles then explained the design process and highlighted the upcoming step of building programming. At that point Leslie stepped the committee through the conceptual 18,000SF+ floor plan and tied each space back to the current programming task of reducing the size of the building. It was determined that Diane and Linda would serve on the space programming subcommittee with Leslie in the next week to assist with coordinating with Lifespan on the required programming changes.

Tim then spoke about the site layout as it relates to building location, whether the building should be one story or two stories, the wetlands on site and the area remaining for parking. Tim indicated edm would come to the next Building Committee meeting with different site layout options to enhance the conversation and ultimately get to a decision on site layout and building levels.

The commercial property abutter at the east of the Senior Center lot was spoken about as a potential option for a "shared-use basis", as is referenced in the local parking bylaws. Phil indicated he would facilitate this abutter coordination effort.

Project Schedule Update

Phil presented the project milestone schedule. Phil indicated that it was the same schedule presented at the January 30th Building Committee meeting and that no changes were made to it.

Project Budget Update

Phil presented the project control budget. Phil indicated this was the budget within the total project budget that the design team was contractually obligated to design to.

Hazardous Material Consulting RFS

Phil presented the hazardous material consulting proposal results analysis. Phil indicated the analysis was a result of the proposals received for the RFS Colliers issued for this service. Phil explained the breakdown in the analysis. Kevin McAllister made a motion to accept Colliers recommendation to select Fuss & O'Neill's proposal for hazardous material consulting services, was seconded by Michael Siddall and unanimously approved.

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Estimating Services RFS

Phil presented the estimating services proposal results analysis. Phil indicated the analysis was a result of the proposals received for the RFS Colliers issued for this service. Phil explained the breakdown in the analysis. Kevin McAllister made a motion to accept Colliers recommendation to select A.M. Fogarty's proposal for estimating services, was seconded by Carol Constant and unanimously approved.

New Business

No new business was discussed.

Adjournment

At 6:26pm Kevin McAllister made a motion to adjourn the meeting, was seconded by Michael Siddall and unanimously approved.

Items Distributed During this Meeting

1. 1/30/19 Draft Meeting Minutes
2. Project Milestone Schedule dated 1/28/19
3. Project Control Budget dated 28JAN19
4. Hazardous Material Consulting Proposal Results Analysis
5. Estimating Services Proposal Results Analysis

Next meetings

February 20, 2019

March 6, 2019 POST MEETING NOTE

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