

Senior Center Building Committee

Meeting date 8/1/18

Present: Leslie Hennessey, Carol Constant, Kevin McAllister, Diane Mulvaney, Jeff Cyr, Ted Boulais, Rick Pio, Richard Ness.

5:05pm start

Minutes of 7/16/18 reviewed. Accepted as written by unanimous vote.

Discussion of committee charge. Diane suggest the quarterly reports from the committee be drafted by the OPM as it appears to be part of the OPM services.

Review of the draft OPM qualifications. Rick Ness pointed out numerous instances of unclear terminology and other confusing language throughout the draft documents. In regards to the extent of suggested corrections Carol made a motion to have Rick review the entire document with Jennifer Wolowicz one on one. Diane seconded the motion. Unanimous vote to accept.

Committee discussed the cap of \$11.2 million and how this number was arrived at. There were questions of the breakout of this number to include actual building costs, contingency value and FFE costs.

Diane made note of MSBA documents that she placed in the google drive docs and suggested members review to get familiar with how this type of building document(s) may appear.

Rick Ness requested to review the Architects contract with an eye to monitoring costs as the project develops. Diane suggested the OPM be tasked with monitoring the costs. Rick N. will request that some language be added to the OPM scope of work in his meeting with Jennifer to monitor costs at every phase of the project.

Rick Pio inquired as to where we are at presently with the Architect's contract. Leslie mentioned \$40K has been spent for the conceptual drawings and documents, which completes the contract thus far. The committee would like to review the contract documents for the conceptual phase. The committee questions how and when we contract for the next phase of the project. Jeff will inquire about status of the contract for the next phase with Mike Sullivan.

The consensus of the committee is to hire the OPM as soon as possible, even before contracting with the architect.

Leslie made note of the need to form a sub committee to review the qualifications of OPM submissions. Sub-committee not appointed yet. Leslie will discuss with Jennifer the timeline of finalizing the OPM RFQ, listing and advertising the opening and deadline for submission.

Leslie reviewed with the committee the history of the search for alternate properties for the new center to outline the difficulties with each of the properties.

The committee requested Leslie communicate with town hall about hiring a surveyor to delineate the property boundaries. Rick Pio will visit town hall to research any readily available surveys or delineations of Chapter 97 land.

Leslie will review the experience of other community COA directors to gain insight from their experiences and see if they would like to meet with the committee for a question and answer session.

Next meeting tentatively set for 8/13 at 5pm.

Adjourn 7:30

Respectfully submitted

Ted Boulais