

LESLIE HENNESSEY, Director

Senior Center Building Committee
December 17, 2018
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 McCallister, Ted Boulais and Phil Palumbo

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

Approval of Prior Minutes

Mike Siddall made a motion to accept the minutes of the November 19, 2018 Building Committee meeting, was seconded by Linda Young and unanimously approved.

Kevin McCallister made a motion to accept the minutes of the December 4, 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. It was indicated that in the near future there will be monthly OPM invoices to review and vote on.

Project Update

OPM Introduction

Phil Palumbo, Project Manager with Colliers International, introduced himself to the Building Committee. Phil explained that he will be the day-to-day Owner's Project Manager on the project. The Building Committee then individually introduced themselves to Phil.

Project Schedule Update

Phil presented the project milestone schedule that was presented at the December 4th Building Committee meeting. Phil explained the designer selection scheduling logistics and laid out an option of the Designer RFQ being advertised on Wednesday December 26th in both the Central Register and the local newspaper with a submission due date of Friday January 11th. Phil explained that meeting this timeline will be dependent on his coordination with the Town Administrator and Assistant Town Administrator on their review of the Designer RFQ. Based off of this timeline it was decided to push the scheduled January 9th Building Committee meeting to January 16th, so that it could be utilized as the Designer Kickoff meeting. Phil also indicated with this timeline, the designer briefing session / walkthrough would be on Monday January 7th. Phil would follow-up with Diane and Leslie once all the dates applicable to the Designer RFQ were determined, so they could be forwarded to the Building Committee.

Jeff Cyr questioned the late October / early November 2019 ground breaking for the start of construction. Phil indicated that it's not ideal breaking ground at that time of year, but the other option of waiting to break ground until Spring of 2020 adds escalation costs to the project. Phil indicated the late October / early November ground breaking timeframe will be accounted for in the project estimates.

Designer Selection Update

Phil passed around a copy of the Draft Designer RFQ. Phil explained within the RFQ are attachments such as the Owner-Designer Contract, AIA Document B201-2017, A/E Control Budget, Project Schedule, etc. so that the designers fully understand what they're submitting on. Phil explained that Colliers will review the submission via a qualification-based process and will provide the Building Committee with the associated scorecards reflecting the review. Phil then explained that the review would result in the designers being ranked and the top firm's separately sealed fee proposal would be opened and fee negotiations with that firm would commence.

LESLIE HENNESSEY, Director

Project Budget Update

Phil presented the Draft project budget indicating hard costs versus soft costs. Phil explained that it appeared the initial budget created prior to Colliers being on board didn't take into account the appropriate amount of soft costs, and that once you increase the soft costs to the appropriate amount, the hard costs have to go down in reaction to that, which potentially results in a smaller building. It was also indicated that value-engineering will be part of the estimate process to help lessen the building reduction as much as possible.

Jeff Cyr mentioned the separate funding the Town has allotted for the hazardous material testing of the existing building and whether that is a scope that can be directly procured by the Town and started immediately. Phil indicated that it could be directly procured by the Town, and that he would coordinate with Mike Sullivan regarding the separate funding allotted for this scope.

Leslie Hennessey mentioned that the storm sewer line item within the budget seems high. Jeff Cyr indicated that would be dependent on what Conservation Commission will require / request for that scope. Phil indicated that generally speaking site costs tend to be more expensive than people assume.

New Business

Parks & Rec Use of Property

Mike Siddall mentioned the concern of the Parks & Rec use / potential zoning of the property and how that potentially conflicts with how the proposed parking area will need to be laid out to accommodate the appropriate amount of parking. Phil indicated he would coordinate with Mike Sullivan on this issue to get any background on it.

Wetlands Shown on Site Survey

In concert with the Parks & Rec conversation, the issue that wetlands is shown on the site survey, in the area where proposed parking was shown on the conceptual site plan, was brought up. Phil indicated it will be the designer's responsibility to understand what can and cannot be designed within the wetland area and how that affects the project achieving its required parking area / spaces.

Adjournment

At 5:58pm Mike Siddall made a motion to adjourn the meeting, was seconded by Linda Young and unanimously approved.

Items Distributed During this Meeting

1. 11/19/18 Draft Meeting Minutes
2. 12/4/18 Draft Meeting Minutes
3. Project Milestone Schedule dated 12/17/18
4. Total Project Budget dated 4Dec18
5. Draft Designer RFQ

Next meetings

January 16, 2019

January 30, 2019

February 13, 2019

February 27, 2019

March 6, 2019

March 20, 2019

April 3, 2019

April 17, 2019