

## Senior Center Building Committee

Meeting date 8/13/18

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

5:05pm start

Minutes of 8/1/18 reviewed. Accepted as written by unanimous vote.

Leslie began discussion with review of revised OPM Request for Quote document.

Linda asked if we are settled with building on current property. Leslie responded that unless the committee votes to look elsewhere yes, we are settled building on current site.

Carol reviewed several available properties of sufficient size around town. Two sites on rt. 116 in north part of town, one next to the Polish American Club and one near Wingate. Each property suffers either lack of sewer services or wet land issues, some have both problems.

Kevin suggested we keep moving forward with the process and deal with other sites in the future if necessary.

Discussion of construction time line and how the Senior Center programs will be fragmented. At this point there is not a set plan as to what program will occur at any particular alternate site.

The revised RFQ document has language specific to current Senior Center address so the committee asked Rich N to communicate with Jennifew Wolowicz to adjust language identifying the project address to add "or other location to be determined".

In addition to the address identifying change, Rich will discuss with Jennifer adding language to require value engineering, construction cost estimating and "not to exceed" language.

The committee discussed the \$11.2 million project cost in regards to what sort of contingencies are within this number and what would be the allocations to design costs, actual construction costs, FFE and other costs. As a result of the discussion the committee requested Rich N work with Jennifer for revisions to add language to RFQ labeling \$11.2 million as "total project cost".

RFQ review wrapped up with a discussion regarding the schedule for release of the final RFQ. Leslie suggested we are not bound to a quick time line and we can be a little flexible. The committee would like to give any possible interested firms enough time to review our RFQ document and prepare a quality response.

The committee set up a formal structure. Jeff nominated Diane for chair and Kevin seconded the nomination. Diane agreed to take on the position. The committee voted unanimously to appoint Diane the Chair of the committee. Carol nominated Rich N as vice chair, second by Jeff. Rich agreed to accept the position. The committee voted unanimous for Rich as vice chair.

A secretary was not appointed as Ted agreed to continue taking meeting notes. Diane added it is expected the OPM will be taking notes when a contract for services is signed.

A sub-committee was appointed to review and qualify OPM submissions. Members are Leslie, Rich N, Mike Rick P and Jeff will serve as an alternate.

Leslie informed the committee the Architect has sent out for RFP on a survey of the property boundaries. In response to a question Leslie informed the committee that Tim's contract has been extended to cover this work.

Mike and Rick P reviewed their research of assessor's documentation. The end result of the discussion is a determination that there are enough questions and bits of missing information to the readily available information to warrant hiring a title examiner in conjunction with a surveyor. The committee would like to have the Architect work to hire a title examiner or if not through the Architect perhaps direct hire through the town.

The committee would like to review the Architects contract documents to date including the contract extension and the RFP for the surveyor.

Next meeting date set for 8-28-18 at 5pm in rm 3 at the Senior Center.

6:44 adjourn

Respectfully submitted

Ted Boulais