

Senior Center Building Committee Meeting Minutes
August 21, 2023

In Attendance: Gary Weiner, Don Collins, John Matthews, Rita Vail, Duane Mosier, Mike Fedora, Carol Keeney, Becky Moriarty (ex-officio), John Flynn (ex-officio)
Guests: Mike Doran, Arne Arneson, Wes Kotowski (Robert Hall Engineers)

The Chair called the meeting to order at 1:02 PM.

Minutes from 7/24/23. Don motion to approve. Gary seconded. All in favor.

Carol asked a question about the statement "the committee is still looking at two offices and program space". Carol asked about a conference room. Rita explained what she remembers from the previous meeting discussion in review of the 7/17 hand out provided by Don Collins. Gary explained that he made the statement that Carol referenced as a summary statement to the discussion that was being held at the time.

Duane put together a sign in sheet for the walk-through meeting that will begin at 2:00 PM. Passed around for committee review.

Duane pointed out that during the walk through be aware that everyone should hear all questions and answers.

Duane provided a handout with regards to office/space room dimensions within the current senior center building.

Carol asked re: library plus radius. What is "radius"? Duane explained that the room juts out as it is not a rectangle.

Rita commented on the handout asking if a column could be added to include the square footage amounts that are suggested/needed based on previous discussions.

Don will provide Duane with a clean copy of the handout that was provided at the last meeting.

Becky reiterated the desire to have a gift shop designated area in the renovation/construction as it could generate revenue and support programs and services. The Ludlow senior center has a gift shop that generated \$10,000 in one year. That shop is about the size of an office.

John Matthews asked if the foot traffic is increased and is more than just seniors. Becky will ask Ludlow.

Duane explained that if asked where the expansion would go the answer should be either out towards the right or out to the left.

Gary explained the wetland constraints in the rear of the building.

Don asked if everyone would be attending the walk through, and all are welcome.

Becky will take note of all questions that are asked during the walk through.

Becky noted that she has committee member appointment slips from the Board of Selectmen.

EDM submitted questions through the HSCBC email address.

From: Danielle Mercier at EDM

- Will there be an owner's project Manager for this project?
 - o Gary explained that this committee is the project manager as appointed by the Selectmen.
 - o Question by Rita: As the project gets going, will there be a Clerk of the Works? Wes (guest) explained that the clerk is usually chosen by the committee.
 - o Rita explained that when the senior center was built, there was a Clerk of the Works, Art Bilodeau.
 - o Wes also explained the OPM (owner's project manager) role.
 - o John stated there was no Clerk of the Works for the Highway Department Project that took place in town last year.
- Do we need to include additional copies of our firm's qualifications (such as resumes and experience sheets) if our project team resumes and experience are addressed within the DSB (designer selection board) form?
 - o Gary explained that generally the DSB form parallels what we asked for in the RFQ. Gary feels the response could be that they can choose to use the DSB form being careful to note all the qualifications that are required. Use the DSB form at your peril. This is a very specific job.
- EDM noted a mailing address change for their firm.

Discussion of the meeting schedule going forward. Bids are due back on 9/11 by 2:00PM.

The Committee has 60 days to review all the bids that come in.

John Matthews motion to meet at 3PM on September 11, 2023, at 3:00 PM. Seconded. All in favor.

John Flynn noted the Advisory committee meeting is at the beginning of October and suggested perhaps a weekly meeting as we get closer to the town meeting.

Fall Town meeting is 10/30. Advisory Hearing is 10/16.

Schedule to be reviewed at the meeting on 9/11/2023.

Gary: if we open bids on the 11th, there will be an idea of the dollar amount the committee is looking at going forward. There would still be the potential to bring a number to the Advisory Committee even before the bid is awarded.

Arne (guest) asked about the two expansion locations and asked if it is an either/or situation. Duane explained that he wasn't suggesting there be expansions in both directions.

Duane asked if the committee would like to meet again after the walk through. Discussion.

Gary explained that there will be questions to answer following the walk through. Gary would like to be able to deal with and respond to questions between now and the next meeting. Gary is looking to keep the meeting that was previously scheduled to answer questions. Rita asked if we reconvene after the meeting and answer the questions then.

All questions asked are typed and responded to and delivered to everyone who came to the walk through.

Don made a motion to hold the meeting on Monday, August 28th at 11AM. Seconded. All in favor.

Gary volunteers to draft answers to any questions that may come in.

Question from Wes (guest): Any interior renovations that would be needed, would those happen during regular business hours or after hours?

Motion to adjourn. Don moved to adjourn. Rita seconded. All in favor.

Next Meetings:

August 28, 2023 (Becky not available)

September 11, 2023 @ 3:00 PM

September 25, 2023 @ 11:00 AM (Don will be away)

Respectfully Submitted for the Secretary: Rebecca C. Moriarty, Executive Director (Ex-Officio)

ZOOM:

https://us06web.zoom.us/rec/share/lRqpsZPhUkqqipP8lCHpvCd2NuouzmWfWSSOjIMa3VDdjniM_TqpHjsA2cH7cUeJ.qvy2m1nAlTxmkGlw

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