

Senior Center Building Committee Meeting Minutes  
July 17, 2023

In Attendance: Bobbi Grant, Gary Weiner, Don Collins, John Matthews, Cliff Bombard, Rita Vail, Duane Mosier, Becky Moriarty (ex-officio), John Flynn (ex-officio)  
Guests: Mike Doran, Arne Arneson

The Vice Chair called the meeting to order at 11:06AM.

Minutes from 6/26/23. Gary motion to approve. Bobbi seconded. All in favor. Duane abstained from the vote.

**Discuss and review the Scope of Services**

Through the chair, Gary distributed the draft Scope of Services/RFQ. The document introduces the project and asks qualified consultants to come in and work with the committee to determine the needs and come to a conclusion as to renovation and/or expansion. There are some dates in the document that if we can adhere to, there could be a groundbreaking in the spring of 2025. There is a timeline at the back of the document for review. There would need to be two approvals at town meetings. One for the Phase 1 (design) and the second for Phase 2 (build).

In the first phase, after reviewing consultants and what they put forward, the committee would vote to approve recommendations. Consultants will present dollar amounts that can be used to bring forward to town meeting on a warrant article.

Gary recommends that at the meeting next Monday, everyone come prepared to discuss the scope, ask questions, make changes, etc. Committee members are asked to review the document and forward any changes to Gary by Friday of this week (July 22). Gary would like to be prepared to vote the scope at the next meeting (7/24/2023). There are 7 architects on the current list that will receive a mailing of the scope once it has been voted by the committee. Bobbi will assist with the mailing of the scope to the list of 7 architects included in the packet.

Walk through of the property for all interested parties on 8/21/23 at 2:00PM. RFQ is due back September 11, 2023. Responses will be delivered back to Duane, chair in writing or via email at [Hscbc@hampdenma.gov](mailto:Hscbc@hampdenma.gov)

Evaluation criteria are included in the packet for the committee. It is indicated in the RFQ that sixty days after submission we anticipate an award of contract, following town meeting approval. Fall town meeting is held in October.

Duane thanked Gary for the preparation of this document.

Don asked a question about publishing the scope in the central register and John Flynn asked for a copy to go to Rose, Town Counsel.

Many thanks from the whole committee to Gary for the preparation of the document.

Gary has contacted the ethics board with regard to his prior work history with several firms on the list.

Gary will email the document to Carol and Mike as they are not in attendance at the meeting today.

Gary asked that everyone make edits and scan to him via email. Bobbi asked for the pages of the document to be numbered. Bobbi asked about submission requirements and what is the difference between a cover page and a cover letter. Gary explained the difference.

#### **Further discussion of storage, office, and program space**

Don met with Becky to review storage space current needs and future needs. Don provided a handout and reviewed/explained details.

Becky explained her thoughts on storage and how she is not a square footage expert, but explained what the needs are. For example, the document states that the current square footage of the closet for the food pantry is adequate. Becky explained that the square footage for the food pantry is adequate if all the craft supplies are removed and the closet is used solely for the food pantry.

Duane asked about a previous discussion of adding cabinetry to the wall in the craft room. It is certainly an option that can still be explored down the road.

Bobbi the 800 square feet that is listed on the document. Don explained that it would be additional square footage.

Cliff asked about the office spaces and confirmed that this document states that an additional two offices are being requested. Offices need to be handicapped accessible.

Rita asked if the name of one of the requested offices can be referred to as “extra office space” as opposed to Transportation office.

Don did not add additional program space and conference space on this document. Some discussion of conference space and program space. Becky discussed the need for program space that is larger than the space in the current craft room.

Could a conference room serve as a conference space and as program space? Becky explained that yes, a conference room could be used for programs that are smaller and are currently happening in the library. The conference room would be multi-purpose.

Arne asked about the current size of the craft room (20x24) and what would be needed for a program space and conference room based on the size of the current craft room. Discussion of square footage.

Duane provided square footage totals for the rooms in the building. Additional discussion of square footage needs based on the size of the current great room.

Potential for roughly 2,000 square feet in needs. Gary thinks we are moving a little bit ahead of where we need to be currently and suggests that we wait and work with the consultant.

Bobbi referenced the edm proposal that stated 3,000 square footages would be needed.

#### **Other Business:**

Duane asked Becky for the duplicated and unduplicated July 1, 2022 – June 30, 2023. Break out who came for what. Geographic breakdown as well. Becky will provide at the next meeting.

Bobbi will do the mailing list for the architects.

John Flynn asked if there are any expenses, they should be billed to the BOS expense line.

Meeting adjourned at 11:47 AM Duane motion to approve. Gary seconded. All in favor.

Next Meetings:

July 24 (Review Scope of Services), August 14 (Gary, Becky away), August 28 (Becky away)

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