

Town of Kingston  
Senior Center Building Committee  
Meeting Minutes  
September 3, 2009

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1. The Meeting was opened at 12:00 Noon by Chairman Paul Gallagher in Room 203 in Town Hall. Other Members present were Muriel Boyce, Dave Colter, Linda Felix. Absent were Phil Burnham and Ron Gleason.

2. Paul outlined the procedures for the interviews of the 3 OPM finalists and the times of the interviews as follows:

Michael Josefek. Architectural Consulting Group at 12:15pm.

Michael Melnick, Lincoln Associates at 12:45pm, and

Tamara Macuch/Daniel Pallotta, P3 at 1:15pm.

3. It being 12:15pm., Paul had Michael Josefek and his partner, his cousin Peter, of Architectural Consulting Group, come into the meeting to give a brief explanation of what they would be doing for us and then the Committee would take a short time for asking questions of them, and stated that the three interviews would all be run the same way. They stated their company is a long standing family oriented company, which is very advantageous to them, they worked on the Kingston Fire Station, they will be going from job to job as the OPM, this is not a big project, we are right there in the thick of work on the project, makes daily checks if needed, know all the procedures and can easily keep checks on the progress, gets things redone if need be, do due diligence, supervise the architects, engineers and others working on the job. Peter also brought up that he has been on Planning Boards and a Selectmen in Achushnet. Jack Burrey asked them what did they consider the difference between the following positions: 1) the OPM, 2) the Clerk of The Works and 3) themselves. Michael answered that he sees a lot of redundancy between the three. While we, as the OPM, are going over the plans, if we see something that we think we could save you people some money on, and he pointed out some examples where he has saved substantial money on other jobs, they would investigate prices and then come back and discuss the possible savings with the Committee. The Clerk of the Works also keeps an eye on the contract specs operates on the fairness of how something is being done and the costs involved, and they will tell the architect and engineers when something is wrong and how to correct it. But in reality, the OPM more than likely knows more than he and the architect does right from the start and that is where two people doing the same thing comes into play right from the start.

4. Mr. Josefek went on to say that we 'work' for the Town – even feel we become a citizen of the Town and knowing that we are working just for the Town, we do the fighting for you (the Town) so we want you to get your true value's worth as we carry out our job. He mentioned the size of the building, 7,000+sq. ft. and around \$2.5 million. Maybe a 40 hour week, every day, but that would vary by what is being done at any given time. Hourly paid - \$75,000, for both - \$100,000---you get what you pay for! Usually 3% to 5% of the project. Dave Colter asked if Mr. Josefek was a registered Architect and he replied not here in Massachusetts but in New York and one other State. He went on to say that a Clerk of the Works could be on call for a day to day basis for General Contractor or a part time basis. These days we always have faxes and e-mails to keep in touch and keep costs down – Clerk and OPM could be \$80,000 to \$90,000 together. A lot of this work on this project is already done and only might need a recommendation at this point. Clerk of the Works could just be working piecemeal – could be a separate clerk even related to us and as the work gets busier, one could be there every day, paid an hourly rate or in a lump sum. Mr. Josefek then showed a re-done building that they built into a Senior Center. It was mostly a rebuilding project.

5. Dave Colter talked to them about the slab and the roof and Jack Burrey described the Site in general terms. Touched on the borings' issue, the 4 test holes, corners and middle and discussed utilities available, gas, sewer, and electric. Also, key issues are the whole building and the drainage. Additional test hole borings are being done now rather than later.

6. It being 12:45pm., we both thanked each other for the time spent and told them we would be having another SCBC Meeting and we would be in touch with them; namely, the Architectural Consulting Group.

7. It now being time for the next meeting, Paul had Michael Melnick of Lincoln Associates come into the meeting to also give a brief explanation of what they would be doing for us and again the Committee would take a short time for asking questions of them. Mr. Melnick mentioned how they had been in business since 1980, they were licensed in 4 States and had been on the Permanent Building Committee in Sudbury. The other gentleman said he himself had been in Construction for 20 years. He also said he had been involved in the Silver Lake School, the Middle School and the Treatment Plant, all here in Kingston. And they

came in under budget and under time. At this point, Mr. Melnick shared with the Committee a sample of a Cost / Budget Status Report showing each item of the project, initial budget, anticipated cost, authorized, actual to date, and remaining balance of each item listed and then a sample of a Monthly Project Report / Detailed Transaction Report. Has met with John Catlin on a Framingham project but Catlin never did sign the contract itself. Paul Gallagher mentioned that we had one issue on the original 4 borings and now we have hired a Geo-Technical firm and they have been doing additional borings since last Tuesday.

8. Mr. Melnick mentioned here that he would like to meet with the Building Department, the Fire Department and the Planning Department. Jack Burrey again asked the responsibilities of the OPM and if there were to also be a Clerk of the Works, who would he work with/report to and Mr. Melnick stated that he would work/report to the OPM.. Both of these gentlemen would want to be sure that the OPM and the Clerk of the Works could work with each other, and they would be watching that as well. They need to watch for low bids and inferior materials being used as well. The Clerk of the Works at Silver Lake School was paid \$76,000. Also another thing to think of is if building the project takes place during winter months, that weather can affect the materials and a Clerk of the Works would be the one watching over these materials. Also, right now, everyone is looking for work. And you have our commitment that the work will be done correctly. Clerk needs to be involved in the construction. Constantly in touch with OPM and Superintendent of the jobs themselves and the Contractor but the Clerk of the Works needs to be independent to some extent as well. On a \$2.3 million job, paying for an OPM and a Clerk of the Works -- 7 - 8 months could equal \$80,000 full time for the OPM and \$65,000 for the Clerk of the Works. When you walk around the job, you learn more than you need. We talk about all the different packages involved and we might have weekly job meetings with the architects, engineers, contractors about costs and materials involved. Mr. Melnick mentioned that the State controls everything connected to Kitchens.

9. It being 1:15pm., we both thanked each other for the time spent and told them we would be having another meeting of the SCBC and we would be in touch with them, namely, the Lincoln Associates.

10. It now being time for the next interview, 1:15pm, Paul had Daniel Pallotta of P3 to come into the meeting to also give a brief explanation of what they would be

doing for us and again the Committee would take a short time for asking questions of them. Mr. Pallotta stated they do private and public work. They applied because they are local, operating out of Norwell, and also they do OPM work which is an extension of the Clerk of the Works. We have an architect and an engineer and we together are capable for the job of building this building. We have Construction Engineers and Contractors to manage this project from start to finish. He went on to say that your RFP shows a 50% Design completion and stated that there should be an Inspection after 50% complete. He asked how is it funded. Paul Gallagher explained how we received an amount of \$1.2 million that had been designated for the Schools but had not been needed and at an Annual Town Meeting it was voted to transfer this money to the Senior Center Project; we have borrowed \$1.8 million and we estimate the cost for this project now to be somewhere between \$2.0 and \$2.8 million.

11. One of the gentleman, named Steve of P3, stated that he had been or is now a Selectman in Hanover and stated further that he could say straight out that 'your goals will be met when you give us the budget.' He also talked about working with the State to get money - a cash flow project - and meet with the SCBC at any time. We will be on site every day. We will keep your Town Administrator informed by providing weekly or bi-weekly reports. Hope to have some of these reports on our web site within the next few weeks. They will give out Manuals that will explain how to maintain the building. Should there ever be conflicts, we will plan to have meetings to clear up any matters in this type of category. A third gentleman has 30 years of experience, and has done a number of Senior Centers. You will have the benefit of having on call the architect and any engineers. Showed charts on easels denoting different building expenses they have worked on, another on "Why P3", and pictures of Senior Community Centers. He was involved in "THE BOG" behind the Kingsbury Club and also in the building of the new Library. On the subject of just an OPM or both an OPM and a Clerk of the Works, they said they have gone back and forth on these two subjects - should we do both or just one. Their architect says, "if there is a Clerk of the Works, he works for us. They also pointed out (from the size of the building, 7000+sq ft., that it is like building a big house but being a public building you have to have an OPM, with a cost of about \$78,000 and a Clerk of the Works, if you choose one, would cost somewhere around \$45,000 depending on days and hours worked.

12. Bradlee McKenzie said they could manage this project staff with just an

OPM; he does not think we need a Clerk of the Works. Jack Burrey asked while P3 seems to state that there will be 6 months of construction but, because of winter weather, we may be only on the site for 5 months. And he replied that also we will be getting some real good offers when we go out to bid and you have to take the low bidder by law. Asked them about hiring a Clerk of the Works and their reply was, if you want to have the two positions on the project, hire the OPM and have the OPM hire the Clerk of the Works. The OPM position really has to work with the position of Clerk of the Works.

13. It being 1:45pm., we also thanked them and told the P3 people we would be having another SCBC Meeting and we would be in touch with them shortly thereafter. This was the end of the three interviews on this date, September 3, 2009.

14. Paul spoke for a few minutes just to get a 'rough' idea of how the members were leaning toward the three finalists and then charged them with going home and going over what they had heard tonight and come back to a meeting next Wednesday, September 9<sup>th</sup>, at 12 Noon for a SCBC Meeting at that time in Room 203 with the hope of coming up at that time with the finalist that we could refer to Jill Myers for negotiations.

15. We have Minutes outstanding dated August 19, August 26<sup>th</sup> and these dated September 3<sup>rd</sup>. The 7:00pm. Meeting on August 26<sup>th</sup> was cancelled.

16. There being no other business to come before the meeting, a **Motion** was made by Jack Burrey and **seconded** by Linda Felix to close the Meeting, it being 2:30pm., and it was **unanimously so Voted.**

Respectfully submitted,

Ruthann Cassidy, Secretary