

Town of Kingston
Senior Center Building Committee
Meeting Minutes
October 23, 2009

1. The meeting was opened at 12:05pm. by Chairman Paul Gallagher in Room 203. Other members present were Muriel Boyce, Phil Burnham, Jack Burrey, and Ron Gleason. Absent were Dave Colter and Linda Felix. Also present was Dan Pallotta of P3, the new to be Owner's Project Manager.

2. The first order of business was to authorize the payment of two outstanding bills. A **Motion** was made by Paul Gallagher and **seconded** by Jack Burrey to pay \$121.92 to the Patriot Ledger newspaper in reference to the advertisement placed in their newspaper for applicants for an Owner's Project Manager for the new Senior Center project and it was **unanimously so Voted**. An additional **Motion** was made by Phil Burnham and **seconded** by Muriel Boyce to pay \$27.00 to "We Print Today" for 9 large copies of different Site Plans and it too **was unanimously so Voted**. (Copies of both bills attached for ready reference.)

3. At this time, Paul welcomed Dan Pallotta to the Committee and Dan stated that he hoped to sign his contract with the Town to be the new Owner's Project Manager (OPM) some day during the next week for the new Kingston Senior Center on Evergreen Street.

4. Dan mentioned that he has had a few meetings with John Catlin, Architect. In fact during this past week he has met with John and seen a set of their Drawings. Dan thinks it looks like they are about 80% done. Maybe a little more than we had thought. He felt the engineering for mechanical, plumbing and electrical were still lagging behind a bit. Specs were discussed with Jill Myers, Town Administrator, and they are ready to go to print. Dan said that he has made a Schedule and he would like to go over some of the items tonight with us, a copy of which he handed out to the members, entitled, '**KINGSTON MILESTONE SCHEDULE**' - (copy attached for ready reference).

5. Dan also mentioned that once we start construction, they will give us a 75% Durability Study. He pointed out several things on the above named Schedule; namely, discussed Site Drainage, and mentioned how we will be going forward on the Specs in a couple of weeks. Construction Documents should be done by

Thanksgiving and we will be going through these for any changes to be made just before Thanksgiving. He also mentioned that they will also be writing up a "Request for Bids" to go into different newspapers around that same time as well. They will also be going to the Building Department for Permit costs plus regarding Bonding the project. He noted that a Pre-Bids walk-through would be due on December 9th and the actual Bids would be due on January 5th and went on to say that the Occupancy target date is listed as July 26th, a Complete Punchlist on August 5th and the Project Finalized on August 6th.

6. At this point, Paul made a **Motion**, which was **seconded** by Muriel Boyce, to adopt this '**Kingston Milestone Schedule**' as our goals and objectives with the understanding that any of these dates could change and it was **unanimously so Voted**. Ron Gleason mentioned that things that could effect this list would be bad winter weather which would definitely effect main parts of individual construction projects. Also Ron would like to discuss the type of fill for the project we are going to be using and storing beforehand and Dan said he would also like to be involved in these discussions. Ron mentioned that 2,000 yards of this dirt is virgin dirt but we will be testing it before distributing it where we want it on site. Ron stated we have a large area to bring it to but not really sure yet where we should store it because of oncoming winter weather. It should be land near where we are going to start construction. Dan would also like his Civil Engineer to look at the pile and give his opinion and Ron stated that it has already been inspected but we are also going to have it inspected again ourselves.

7. Dan said he would be continuing to visit with John Catlin weekly so we continue to keep this project moving forward. Ron mentioned that he had an Order of Conditions of 5/11 from the Conservation Commission and has a book he has put together. He got two prices on the Silk Fence issue yesterday and asked Dan what he thought of it - \$20,000 - but not yet complete. Ron asked Dan if he thought we needed a silk fence all around as well as hay bales. Dan said he would have Brad McKenzie of P3 look at the site and if Brad feels it's ok without the silk fence, Dan would move forward on that decision.

8. Ron Gleason said he has talked to Paul Basler and Matt Darsch before and will again either on Monday, October 26th or Monday, November 2 on some of the projects they are involved with in moving ahead on the whole project.

9. Dan now inquired about the utilities; namely, gas, water, and sewer. There is a line for gas, fees are waived by DPW on water and there is a line on site for sewerage. There are no power lines on the site yet.

10. Dan mentioned here that he will be setting up a Budget for our next meeting for it is very important that we keep tracking costs-to-date at any time, as well as listing Goals. Paul then went over the budget so far with Dan and members. We have 1.2 million 'borrowed' from the Schools' budget that didn't get used by them a couple of years ago and we received up to 1.8 million from an override equaling 3.0 million available but we have been basing everything on a 2.7 million budget.

11. Ron got talking about bringing forth our list of Alternates that we might want to get involved with and then we can at some time pick an Alternate that we hadn't planned for in original plans. We control our budget by our list of Alternates and take them down in order, which is the law. We should be ready to discuss these at our next meeting. One thing mentioned here was 'ice melting walkways'.

12. Dan mentioned that his goal for next week is to meet again with John Catlin on budgets as well as other matters. Ron mentioned that at one time we got into discussing Geo-Tech and Geo-Thermal but they were found to cost a great deal of money.

13. Paul asked that our next meeting be posted for Friday, October 30th at 12:00 Noon in Room 203.

14. For information, the outstanding Minutes now are August 19th, August 26th, September 3rd, September 9th, September 16th, September 28th, October 14th, and these dated October 23rd, as well as July 29th. (July 29th and October 14th Minutes were taken by the Chairman in the absence of the Secretary.)

15. There being no other business to come before the meeting a **Motion** was made by Ron Gleason and **seconded** by Phil Burnham to close the meeting, it being 1:15pm. and it was **unanimously so Voted**.

Respectfully submitted,

Atts.-3

Ruthann Cassidy, Secretary

(Note- P.Burnham will be on vacation 11/6 & 13)

GateHouse Media
New England

The Enterprise
P.O. Box 9113
Needham, MA 02492-9113



SEE BACK OF PAYMENT PORTION TO AUTHORIZE.

MAKE CHECK PAYABLE TO:
THE PATRIOT LEDGER

Sales Rep:

Customer Service: 617-786-7115

ACCOUNT NUMBER: 100076116
BILL DATE: 9/27/2009
BILLING PERIOD: 8/31/2009 - 9/27/2009
PAYMENT TERMS: PAYABLE UPON RECEIPT
NEXT BILL DATE: 10/25/2009

KINGSTON OFFICE OF THE BOARD O 4489
TOWN HOUSE
26 EVERGREEN STREET
KINGSTON MA 02364-1426



ACCOUNT SUMMARY
Previous Balance \$375.92
New Charges this period + 1,024.02
Payments Received - 254.00-
Debit Adjustments +
Credit Adjustments -
New Finance Charges +
Finance Charges Cancelled -
BALANCE DUE \$1,145.94

ALL OPEN ITEMS Page 1 of 1

DATE	COMMENT/PO#/AUTH	DESCRIPTION	PRODUCT CODE	REFERENCE NO.	BILLED UNITS	TIMES RUN	GROSS AMOUNT	DISCOUNTED AMOUNT	MISC. CHARGE	NET AMOUNT
7/29	RFQ P.MAN SEN CENTER	TOWN OF KINGSTON, MA REQUEST F RAN IN PL		CN12023090	39L	1	121.92	(S.C. Center)		121.92
9/1	RFP: FREDERIC ADAMS	REQUEST FOR QUALIFICATIONS THE RAN IN PL		CN12047466	68L	1	213.36	CPA		213.36
9/4	EARTH REMOVAL HEARIN	TOWN OF KINGSTON PUBLIC NOTICE RAN IN PL		CN12051404	41L	1	129.54	Thorndike		129.54
9/17	RFP WIRELESS LEASE	REQUEST FOR PROPOSALS LEASE OF RAN IN PL RAN 09/02/09 -- 09/17/09		CN12050357	58L	2	681.12	BOS		681.12

A FINANCE CHARGE AT THE MONTHLY RATE OF 1.5% CORRESPONDING TO AN ANNUAL PERCENTAGE RATE OF 18% WILL BE APPLIED TO ALL UNPAID BALANCES AS OF THE NEXT BILL DATE. (SEE ABOVE)

Robert J. Breyer
Pay ONLY 121.92
John Breyer

AGING OF AMOUNTS DUE

ACCOUNT NUMBER	CURRENT	1 MONTH	2 MONTH	OVER 3 MONTHS	UNAPPLIED/PREPAID	TOTAL DUE
100076116	\$1,024.02	\$121.92	\$0.00	\$0.00	\$0.00	\$1,145.94

100076116
ADVERTISER NAME

Open as of: 9/27/2009
CN12023090 121.92
CN12047466 213.36
CN12051404 129.54
CN12050357 681.12

KINGSTON OFFICE OF THE
TOWN HOUSE
26 EVERGREEN STREET
KINGSTON MA 02364
781-585-0500

GateHouse Media
New England

RETURN THIS PORTION WITH PAYMENT
PLEASE SEE REVERSE SIDE FOR IMPORTANT PAYMENT AND CODE INFORMATION

PLEASE PAY THIS AMOUNT \$1,145.94 AMOUNT ENCLOSED

1000761160000000000114594000001024028



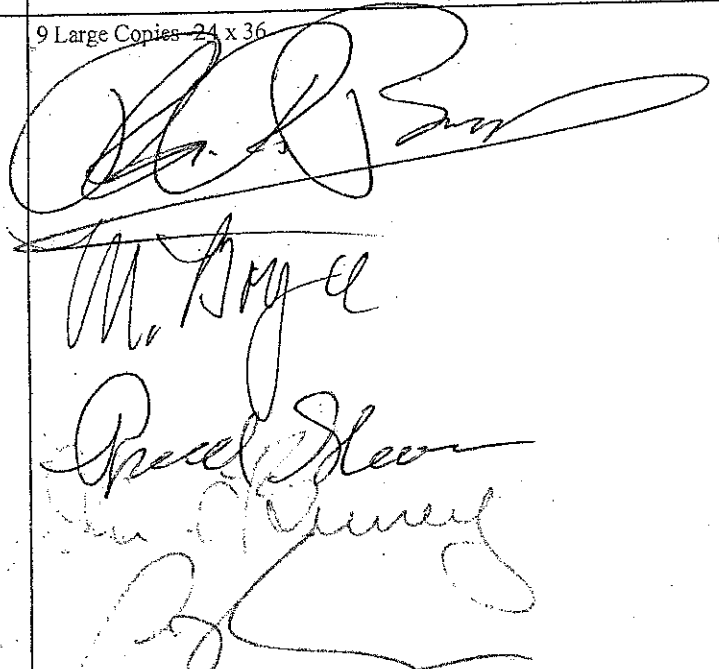
66 Summer Street, Kingston, MA 02364
 Tel. (781) 585-6021 • Fax (781) 585-8201

Invoice

Date	Invoice #
10/2/2009	130577

Bill To
Town of Kingston Kingston Town Hall 26 Evergreen Street Kingston, MA 02364 Attn: Board of Selectman

P.O. No.	Terms	Due Date
Nancy	Net 30	11/1/2009

Item	Description	Amount
2	9 Large Copies - 24 x 36 	27.00

Pay ONLY 27.00

Thank you for your business.
 We appreciate your prompt payment.

Subtotal	\$27.00
Sales Tax (6.25%)	\$0.00
Total	\$27.00
Payments/Credits	\$0.00
Balance Due	\$27.00

KINGSTON MILESTONE SCHEDULE

Item	Activity/Milestone	Date	Day #
1	KSBC Meeting to Approve Project Schedule.	10/22/2009	-109
2	75% Review for Constructibility-P3	10/28/2009	-103
3	Caitlin to deliver Front End Spec.	10/28/2009	-103
4	P3, KSBC, KTA to approve Front End Spec.	11/19/2009	-81
5	CDs 100%	11/26/2009	-74
6	Bid Package to Printer	11/27/2009	-73
7	Adv. Register, Comm-Pass, Paper?	11/27/2009	-73
8	Documents to Building for Permit	12/2/2009	-68 *
9	Pre-Bid walkthrough	12/9/2009	-61
10	Filed Sub Bids due	1/5/2010	-34
11	GC Bids due	1/19/2010	-20
12	Bidder determined/Reviewed	1/21/2010	-18
13	Bldg Cmte Approval	1/21/2010	-18
14	NTP issued to GC	1/22/2010	-17
15	GC contracts/bonds/insurance	2/5/2010	-3
16	Construction Kick Off Meeting	2/8/2010	0
17	Construction Start Date	2/8/2010	
18	New Building Occupancy	7/26/2010	168
19	Commissioning/Training	7/29/2010	171
20	Punchlist Complete	8/5/2010	178
21	Project Final Completion	8/6/2010	179

* Requires a Vote from BoS to waive Permit Fee's