

Town of Kingston  
Senior Center Building Committee  
Meeting Minutes  
September 9, 2009

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1. The Meeting was opened at 12:15pm. by Paul Gallagher in Room 203, only for the purpose to discuss additional matters not requiring a Vote, due to the lack of a quorum, instead of the scheduled 12:00 meeting to discuss the OPM finalist. That meeting did take place, however, at 12:20 when additional members showed up. The members present then were Phil Burnham, Dave Colter, Linda Felix, and Ron Gleason. Absent was Jack Burrey. Muriel Boyce joined us at 12:50 and did not Vote on any matters.
2. Ron Gleason said he had some information from the American Engineers and Testing Co. in that they have now finished their geo-technical work and they are recommending removing all the soil and sand around edge of foundation. The job ended up costing more than the \$2,000 we approved because he needed to do 2 additional test borings and had to go below the present foundation by 10 to 12 inches so his bill is for \$2,500. A **Motion** was made by Paul Gallagher to approve and pay the \$2,500 bill and was **seconded** by Phil Burnham and it was **unanimously so Voted.** Ron called Bob Clarke of Catlin Architecture about the above testing being done so the architects and engineers can move forward.
3. Ron also mentioned that we do have an opportunity to get refill dirt from the Rt. 27 construction site and we will be able to put it in the middle of the Senior Center site and then spreading it around the surrounding areas of the building.
4. At this point, being 12:20pm., as noted above, Paul announced that we now had a quorum, so the discussion turned to the subject of hiring the OPM finalist. Ron also again recused himself from the discussion. The members responded as follows: ***Dave Colter*** stated of the 3 finalists for the OPM, he liked the P3 company the best. They seem more involved/knowledgeable with budgets and contracts than the others. He also stated that Ron Gleason has put a lot of time, effort and general overall work into this project behind the scenes and all in addition to his being a member of the SCBC itself, and Dave would like to see him considered for the Clerk of the Works to continue in these areas of expertise which he is also up-to-

date on and familiar with already. **Phil Burnham** said P3 was also his first choice as well, and he also investigated the other two. **Paul Gallagher** stated that interviewee #1 was good (Architectural Consulting Group) and we had had experience with them; Paul did not like interviewee #2 (Lincoln Associates) but that he felt interviewee #3, namely, P3, had the whole plan in mind. But he does think we should be the ones to hire the Clerk of the Works, not them, and we would have a much better handle on things like concrete deliveries, making sure something like the joists are ok and that any lumber delivered is ok, just to name a few. **Linda Felix** chose the Architectural Consulting Group. **Dave Colter** continued that he also thought the Clerk should answer to us and **Paul** continued that he also thought that in addition to us hiring the Clerk, he would also answer/report to us. He also added that we will probably have to place an Ad in the newspaper for the Clerk of the Works and we all know that we are required by law to also have an OPM. It was concluded that the 3 finalists would be **ranked** as follows: P3 was No 1, Architectural Consulting Group was No. 2, and Lincoln Associates was No 3. A **Motion** was made by Paul Gallagher and **seconded** by Dave Colter to recommend them **ranked** as noted above and the **finalist** for the position of **OPM** would be **P3 and the Vote was 3 – 1 – 0**. As **Muriel Boyce** came in after the Vote had been taken, Paul explained to her what had taken place and asked if she agreed or disagreed and she said she agreed with picking P3 as the finalist but did not actually vote.

5. Paul stated that he will advise Jill Myers, Town Administrator, that the hours for the OPM should be for a minimum of 10 hours a week for \$40,000, and also we will do the negotiating for the Clerk of the Works and maybe we should give Jill a list of things we would like her to ask for in the newspaper Ad for the Clerk of the Works.

6. It was asked how are we budgeted for this and it was mentioned that Catlin, the Architect was at \$85,000 but we do not have a price for the Clerk of the Works, but maybe it would be a total around \$100,000 for both.

7. Paul asked that we make a Motion for Jill to begin preliminary background checks only on the P3 company for the OPM position only, based on a minimum of 10 hours a week at compensation to be determined. The Senior Center Committee Members will also review the contract prior to

the actual awarding of the contract. This **Motion** was made by Phil Burnham and **seconded** by Linda Felix and it was **unanimously so Voted**.

7. A **Motion** was also made to authorize the Town Administrator to prepare an advertisement for a Clerk of the Works position for the SCBC's review prior to the posting or publication of same. This **Motion** was made by Phil Burnham and **seconded** by Dave Colter and it was **unanimously so Voted**. Paul said he would like to have this for our review at our next meeting on next Wednesday, the 16<sup>th</sup> of September, at 12:00 Noon in Room 203. Paul will have Jill e-mail it to Ruthann and then Ruthann will e-mail it to all the SCBC Members for their review and then also bring it to the 16<sup>th</sup> meeting.

8. Just a reminder, that we have the Minutes of August 19<sup>th</sup>, August 26<sup>th</sup>, September 3<sup>rd</sup>, and these dated September 9<sup>th</sup> are all outstanding.

9. There being no other business to come before the meeting, a **Motion** was made by Phil Burnham and **seconded** by Dave Colter to close the Meeting, it being 1:30 pm., and it was **unanimously so Voted**.

Respectfully submitted,

Ruthann Cassidy, Secretary

Att: 

American Engineering & Testing Inc.  
 14 Roc Sam Park Road  
 Braintree, MA 02104  
 Phone 781-848-5184, Fax 781-849-9760

# Invoice

Date	Invoice No.
09/08/09	19442

Bill to:

Kingston Senior Ctr.  
 c/p Ron Gleason  
 240 Pembroke St.  
 Kingston, MA 02364

Project

Terms

P.O. Number

Date	Item	Quantity	Description	Price Each	Amount
9/8/09	CE		Test Pits, Boring and Report for new senior ctr.	2,500.00	2,500.00
<p><i>Approved payment 8 Sept 2009</i>  <i>\$ 2,500.00 only</i></p> <p><i>David C. Polter</i>  <i>David C. Polter</i>  <i>David C. Polter</i></p>					

	Total	\$2,500.00
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