

Town of Kingston
Senior Center Building Committee
Meeting Minutes
September 8, 2010

1. The meeting was opened by Paul Gallagher, Chairman, at 6:00pm in Room 101 in Town Hall. Members present were Paul Armstrong, Phil Burnham, Jack Burrey, Dave Colter, and Linda Felix. Absent was Muriel Boyce. Also present was Dan Pallotta, OPM, Shelley Loring, and Elaine Fiore from the Technology Advisory Committee, and Barbara Costa of the Board of the COA and Anna Fiore, President of the Friends of the COA.
2. Dan mentioned some 3 or 4 Bill /Change Requests needing attention, one being from the Town Water Dept. and after much discussion the members voted by a **Motion** put forth by Jack Burrey and **seconded** by Phil Burnham to pay the amount to the Town (Water Dept.) in the amount of \$2,363.53 and it **was unanimously so Voted**. (See attached copy of this bill.)
3. A second bill was from NStar for Electrical Service to the Senior Center in the amount of \$35,217 and a **Motion** was made by Paul Armstrong and **seconded** by Paul Gallagher, and it **was unanimously so Voted**. (See attached copy of this bill.)
4. Jack Burrey asked Dan to explain why the above amounts were not on the latest Budget Display sheet now and Dan stated they came from the Water Dept. and NStar, then to the Town House and Highway and then to us. They will be shown on the next Budget Display sheet. Also included was a description /costs to move a Grinder Pump. We would like the Contractor to do that work. The prime location would be right next to the Animal Control building Grinder Pump. (See attached Emerald Excavating Conceptual Sewer Change sketch.)
5. Dave Colter asked if money from the building budget would be adequate enough to move the Grinder Pump to that corner and Dan said it appears to be ok but they may find that it will not be the case. Dave went on to say that we cannot spend one dollar to rearrange where the Grinder Pumps are put.

6. Dan then did refer directly to the Budget Display sheet and highlighted in red were costs for – Utility Mitigation = \$50,000; Furniture, as Voted = \$75,000; and Telephones/Sound System, as Voted = \$25,000, leaving a new balance of \$427,366.22 (just minus the Utility Mitigation cost), vs. last months budget of 477, 366.22, which includes already prior bills for wiring to the building, piping, and manholes.
7. One of the members asked if we pay a tax on some of these costs, being a Municipality, and they were told we are not considered a Municipality. At this point, a Motion was made Paul Gallagher and seconded by Phil Burnham to transfer the \$50,000 to the budget as mentioned above.
8. Paul and Dan mentioned since we missed the Hurricane, work on the Senior Center building is moving right along – ground is draining well, sewer, water and Grinder Pump are all ok , as well as Manholes (3) and electric wiring.
9. Paul Gallagher then asked where the Eagle Scout Landscaping project stood. Work would be a landscape path to and from Bates Pond at the Senior Center grounds. They will start by meeting with the Conservation Committee and then continue on from there. Family may also get involved if it becomes a bigger project than first thought.
10. At this time, Shelley Loring and Elaine Fiore, from the Technology Advisory Committee, made a presentation after having reviewed the present Building Plans for the new Senior Center. The ‘TAC’ committee focused on the electrical plans (2-15-10) when considering incorporating additional technology needs. When they met on 9-7-10 and went over the more uptodate building plans, they concluded they could not see enough availability on the Plans as now written. Such things as data ports, GFI power outlets for the number of PC’s and Printers, projection screen, focus projector, data closet, flat panel TV and a secure area to house racks , file server, UPS, firewall and other devices. They met with Linda Felix, the new COA Director, to discuss this whole matter as described above. (Please see very descriptive, 5-page draft of a Technology Proposal , as well as descriptive, color coded, picture/chart, where all the above equipment is thought to be very much needed.)

11. Based on these recommendations, Shelley and Elaine would like to meet with the Project Manager and Electrician. They will review the discussions they had tonight with the SCBC and will review and analyze recommendations and begin compiling cost estimates. They look forward to working with the SCBC, Town Employees and outside agencies to incorporate these critical technology needs into our new COA space. (See thoroughly descriptive, 5-page draft, of TAC's Technology Proposal. It was agreed that now is the time to act—not after the rooms are sealed up.
12. Dave Colter stated here that we have been working on these matters for a very long time, and to accomplish all 'TAC's suggestions would now cost a great deal of money – just needing a new set of Plans would be costly. Dan answered that the prior COA Director should have been working on these matters and now Linda Felix is involved. She has worked with furniture vendors – has also got involved in other questions and things that need to be changed.
13. Dan stated that all F,F, & E expenses (furniture, fixtures, and equipment) have to be paid from this budget. Dan further said that he will have to take this color coded, first floor chart, (see copy attached), Power Plan and meet with the Electrician and we will then go from there.
14. At this point, a **Motion** was made by Paul Gallagher and **seconded** by Paul Armstrong to authorize Dan to go ahead and work with the Technical Advisory Committee to see just what it is that has to be done and we should certainly do it now rather than any later, and it **was unanimously so Voted**.
15. Linda has now put together a list of people she needs to talk to regarding such things as furniture vendors, she and Nancy Howlett have met with Dan on the matter of a PA system, for use in the Game Rooms and for other activities/rooms. Linda will also be having a discussion on Audio facilities next week, as well as working with the 'TAC' people. A **Motion** was made by Phil Burnham and **seconded** by Paul Armstrong to authorize Linda to continue in this manner and it **was unanimously so Voted**.
16. Shelley said that she and Elaine would like to come back in a couple of weeks to the SCBC, after going over what they learned tonight, with some additional information and the members agreed.

17. Dan will be having discussions with the Structural Engineer and he will come back for more discussions on Friday.

18. These Minutes of September 8, 2010 are the only ones outstanding waiting approval, (except the ones of July 29th, October 14th, December 17th and December 29th, all in '09, taken by the Chairman due to sickness of the Secretary).

19. There being no other business to come before the Committee, a **Motion** was made by Phil Burnham and **seconded** by Linda Felix, it being 6:45pm, and it **was unanimously so Voted**.

Respectfully submitted,

Ruthann Cassidy
Ruthann Cassidy, Secretary

Atts. - 6

Kingston Water Department Kingston, Massachusetts

Commissioners:

Robert R. Kostka
Fred D. Svenson, Jr.
Richard W. Loring, Jr.

Superintendent/Commissioner's Office:

781-585-0504

781-585-0516

Facsimile:

781-582-2741

Superintendent:

Matthew J. Darsch

Business Hours:

7:00 a.m. – 3:30 p.m.

August 26, 2010

To: Paul Gallagher, Chairman
Kingston Senior Center Building Committee

From: Matthew J. Darsch
Superintendent

Re: Water Service Installation – Kingston Senior Center

Following are the costs related to the installation of the senior center water service:

Materials:	John Hoadley & Sons	\$1952.57 (attached)
Labor:	(See attached work order)	<u>\$ 410.96</u>
Total:		\$2,363.53

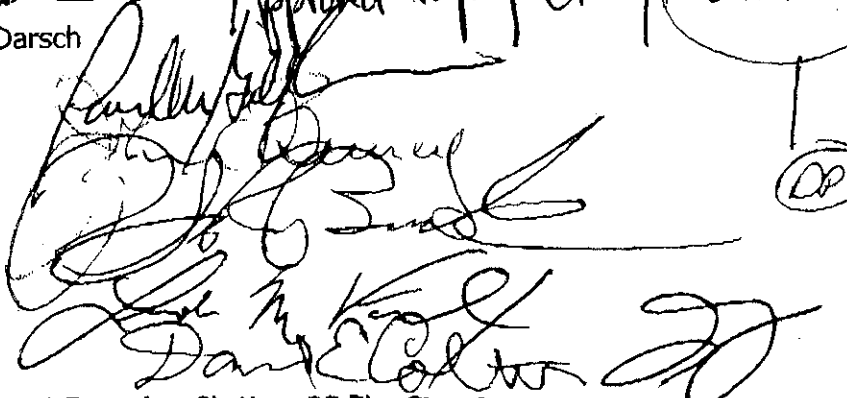
Joan Paquette, Town Accountant, has suggested the easiest method of reimbursement would be for the committee to issue a check to the water department that could be included in a turnover to the treasurer.

If you have any questions, please contact me directly.


Matthew J. Darsch

Approved to pay ONLY \$2,363.53

MJD/mj
Enc.-2





John Hoadley & Sons, Inc.

-Water Works Specialists-

672 Union Street, Rockland, MA 02370

t: (781) 878-8098 (508) 584-3680 f: (781)878-5298

INVOICE

Invoice Number: 0055375-IN

Invoice Date: 8/11/2010

Salesperson: KK

Order Number: 0070385

Order Date: 7/20/2010

Customer PO: SENIOR CENTER

Senior Center

Sold To:

KINGSTON WATER DEPARTMENT
26 EVERGREEN STREET
KINGSTON, MA 02364

Ship To:

KINGSTON WATER DEPARTMENT
WATER YARD ON SOUTH ST
SEE MATT ON SITE 8:00 A.M.
KINGSTON, MA 02364

Reference: SENIOR CENTER

Customer Number:		Ship VIA	Ship Date	Terms	
KIN215			8/11/2010	NET 30	
Ordered	Shipped	Item Number	Description	Price Unit	Amount
1	1	235MJSWT08	8 MJ SWIVEL TEE L/ACC	155.21 EA	155.21
2	2	241MJK08LG	8 MJ ACCESSORY KIT LESS GLAND	8.59 EA	17.18
2	2	2452008PV	8" MEGALUG FOR C900	40.54 EA	81.08
1	1	60523602308L	8" A2360-23 RW GATE VLV O/L L/A	752.49 EA	752.49
2	2	241MJVKLG08	8 VALVE ACC KIT--LESS GLAND	13.13 EA	26.26
2	2	2452008PV	8" MEGALUG FOR C900	40.54 EA	81.08
1	1	280V683	3 PC GATE BX-COMplete-Top Flg	114.41 EA	114.41
NORTH AMERICAN VALVE BOX					
1	1	715317101009000	8-10 317 SAD'L 8.54-10.10 x1CC	65.00 EA	65.00
2	2	7252000098408	8 HYMAX CPLG 8.54-9.84	208.33 EA	416.66
40	40	310C9001808	8 PVC C900 PIPE CL150 DR18	6.08 FT	243.20

A 1.5% PER MONTH FINANCE CHARGE WILL BE APPLIED TO ALL PAST DUE ACCOUNTS

Net Invoice: 1,952.57
 Freight: 0.00
 Sales Tax: 0.00
Invoice Total: 1,952.57

NAME:

Sat 8-21-10

ADDRESS:

700 AM.

DATE OF ORDER:

DAY OF WORK:

Matt S.

DATE OF WORK:

Dave

TIME OF WORK:

Chris

NEW HOUSE TURN ON

PLUMBERS REPAIR TURN OFF

PLUMBERS REPAIR TURN ON

SEASONAL - TURN OFF

SEASONAL - TURN ON

CHECK LEAK

LOCATE WATER

INSPECT NEW WATER SERVICE

OTHER

Install Anchor T and

Gate for Senior center

4 hours

Sawicki 150.48

Sapir 136.64

Veeacka 123.84

DESCRIBE WORK COMPLETED:

\$ 410.96

DATE COMPLETED: _____

TIME COMPLETED: _____

TECHNICIAN (S): _____

Thank you for your new work request for electric service. To process your request, a customer cost of \$35,217.00 is required (payable to NSTAR Electric Company).

For more information, please contact the New Customer Connections Department at 888-633-3797, and New Reference NSTAR Work Order #1783951, Thank you.

Account Number
4000 249 0841

Billing Date
Aug 18, 2010

ACCOUNT SUMMARY	
Previous Bill	0.00
New Charges	35,217.00
Amount Due	\$35,217.00

30 EVERGREEN ST COA KINGSTON
INV #: 36814
CUSTOMER COST

PLEASE PAY //

35,217.00
35,217.00

Total New Charges 35,217.00

Approved to pay ONLY \$ 35,217.00

[Handwritten signatures and initials]

[Handwritten initials]



Kingston Budget 7/31/10

P-3 Project Planning Professionals

	Budget	Changes	Spent	Committed	Balance
Total Funds Available * Includes 200,000. from Commonwealth	3,283,294.00			2,681,400.00	
PHASE I Costs				243,023.28	
CONSTRUCTION CONTRACT					
Design Contingency	1,956,400.00	27,212.00		1,956,400.00	(1,448,112.00)
Construction Contingency	79,665.00	(16,493.50)		16,493.50	(63,171.50)
Architect and Engineering (Catlin)	111,608.00	(27,212.00)	5,324.00	106,284.00	(106,284.00)
Structural Inspections	276,639.00		245,899.63	276,639.00	(30,739.37)
Reproduction (For Bidding)	3,588.00			3,588.00	(3,588.00)
Field Testing	9,500.00		7,793.21	9,500.00	(1,706.79)
Owner Project Manager P-3	10,000.00			10,000.00	(5,144.15)
Clerk of Works	45,000.00		29,000.00	45,000.00	(16,000.00)
Utility Mitigation	39,000.00		4,945.00	39,000.00	(29,055.00)
Furniture	50,000.00		35,217.00	50,000.00	(14,783.00)
Telephones/Sound System	75,000.00			75,000.00	(75,000.00)
	25,000.00			25,000.00	(25,000.00)
BUDGET	2,681,400.00		862,816.19	2,612,904.50	(1,818,583.81)

3,283,294.00	
2,855,927.78	
427,366.22	Balance
0.00	
427,366.22	Balance

Appropriated
Committed
Balance
To Do's
Balance

Totally Committed
Balance on Working Line
Closed Transfer to Contingency

Senior Center Building

DRAFT – Technology Proposal

The Technical Advisory Committee (“TAC”) met on August 31 and September 7, 2010 to review the building plans for the new Town of Kingston Senior Center. The committee focused on the electrical plans (02/05/2010) when considering incorporating additional technology needs.

SUMMARY

The Town of Kingston is very fortunate to be able to provide a wonderful new Senior Center. We hope this building will become the social epicenter for our senior population by offering a wide variety of programs, activities and experiences. It is no secret, the population is aging. At the same time, our “seniors” as a whole are becoming more technologically savvy. What began with television remotes has now been replaced with computers, smart phones, iPods, gaming devices and more. It is only natural that our seniors will continue to advance their technical skills! The Town of Kingston’s new Senior Center needs to be prepared to address these present and future needs – it is our opportunity and our duty.

The new Senior Center is the only municipal building being constructed in Town for the foreseeable future. With this in mind, the TAC also considered other potential long-term uses for this building including:

- Disaster recovery location for critical Town operations in the event of a Town Hall disaster,
- Future polling location,
- Future meeting space for multi-media presentations,
- A small training facility (e.g., computer lab) for Town employee and/or Senior use.

The committee came to the following conclusions regarding the current plans:

- The current plans contain minimal accommodations for incorporating short-term and long-term technology needs.
- There does not appear to be many allowances for future growth or technology advances.
- The number of data ports and their locations does not allow for flexibility in office or room setup, or for changes of use in rooms from their current designations.
- The current location of a “data panel” is risky and is adequate only for minimal technology needs.

RECOMMENDATIONS

Based on our review and discussions, the Technical Advisory Committee offers the following recommendations.

Data Closet

Establishing a secure, temperature controlled “data closet” in Room 105 (storage), in which the following would be located:

- must be a secured area
- the primary patch panel for all data port terminations
- a file server, including a primary administration server for secure log-in
- a firewall device
- a UPS unit (Uninterrupted Power Source) in case of power outages
- racks to keep all equipment off the floor
- multiple power outlets
- programmable thermostat

Data Ports

The current number of data ports appears inadequate to allow for future growth, re-purposing rooms and creating a computer lab area. We recommend installing additional data ports as follows:

- Room 102 (Reception) - 2
- Room 103 (Director's Office) – 1
- Room 107 (Arts & Crafts) – 2
- Room 108 (Games) – 4 more along back wall with electrical outlets placed above table level for a computer lab area; also 1 more on outside wall
- Room 109 (Health) – 1
- Room 110 (Outreach) 1
- Room 115 (Multi Purpose) – 1
- Additional power outlets in each area

A/V

The building includes a large multi-purpose room that should be outfitted to allow for a wide variety of programs and presentations. The A/V needs in this room include:

- Large retractable screen to be lowered from the ceiling of the Multi Purpose Room for large group presentations, seminars, demonstrations, etc. There should be an in-wall power panel to control raising and lowering the screen.
- "In-Focus" projector mounted/suspended from the ceiling allowing connectivity to a computer for multi-media presentations. Wireless options may need to be considered.
- In floor power panels with data ports to allow for the setup of presentations without pulling cords and cables across the room.
- Sound system throughout all areas with the ability to shut off "zones" or "rooms". Sound system must be capable of allowing Public Address Announcements and music capabilities. Music capabilities should include the

ability to play streaming audio, CD's, iPods and other MP3 devices.

Wireless Network

We envision the need to provide a private and public wireless network in this building. To accommodate this, we recommend:

- Minimum of 3 wireless routers (minimum of 2 but 3 is optimal for coverage and redundancy/failover)
- 1 router for private network
- 2 for public network to be used by Seniors

Printers/Copiers

We recommend the following networked printing capabilities:

- Computer Lab area: 1 high speed laser printer, black and white only
- Outreach office: 1 high speed laser printer, black and white only
- Health office: 1 high speed laser printer, black and white only
- Director office: 1 high speed laser printer, black and white only
- Reception area: 1 high speed multi-function A4 printer, color capable with scanning, fax and copying capabilities

Workstations

At this time, we are not providing recommendations on the minimum specifications for the workstations. However, we are recommending the following inventory be ear-marked for additional discussion:

- 4 desktop or thin client machines for the Computer Lab with a minimum of 21" to 24" monitors for easy viewing
- 2 desktop workstations for the reception area
- 1 each for the following offices: Director, Outreach, Health

TV's

The Senior Center will be offering a wide variety of programs to its customers. In order to provide a continuously updated schedule, we are recommending:

- 2 flat panel televisions to be used as electronic bulletin boards/marquees. One mounted in the multi-purpose room and one in the lobby.
- 2 additional flat panel televisions are allocated – 1 in the Games room and 1 in the Lounge

Based on these recommendations, we suggest the next step be to meet with the Project Manager and Electrician. We will review and analyze our recommendations and begin compiling cost estimates.

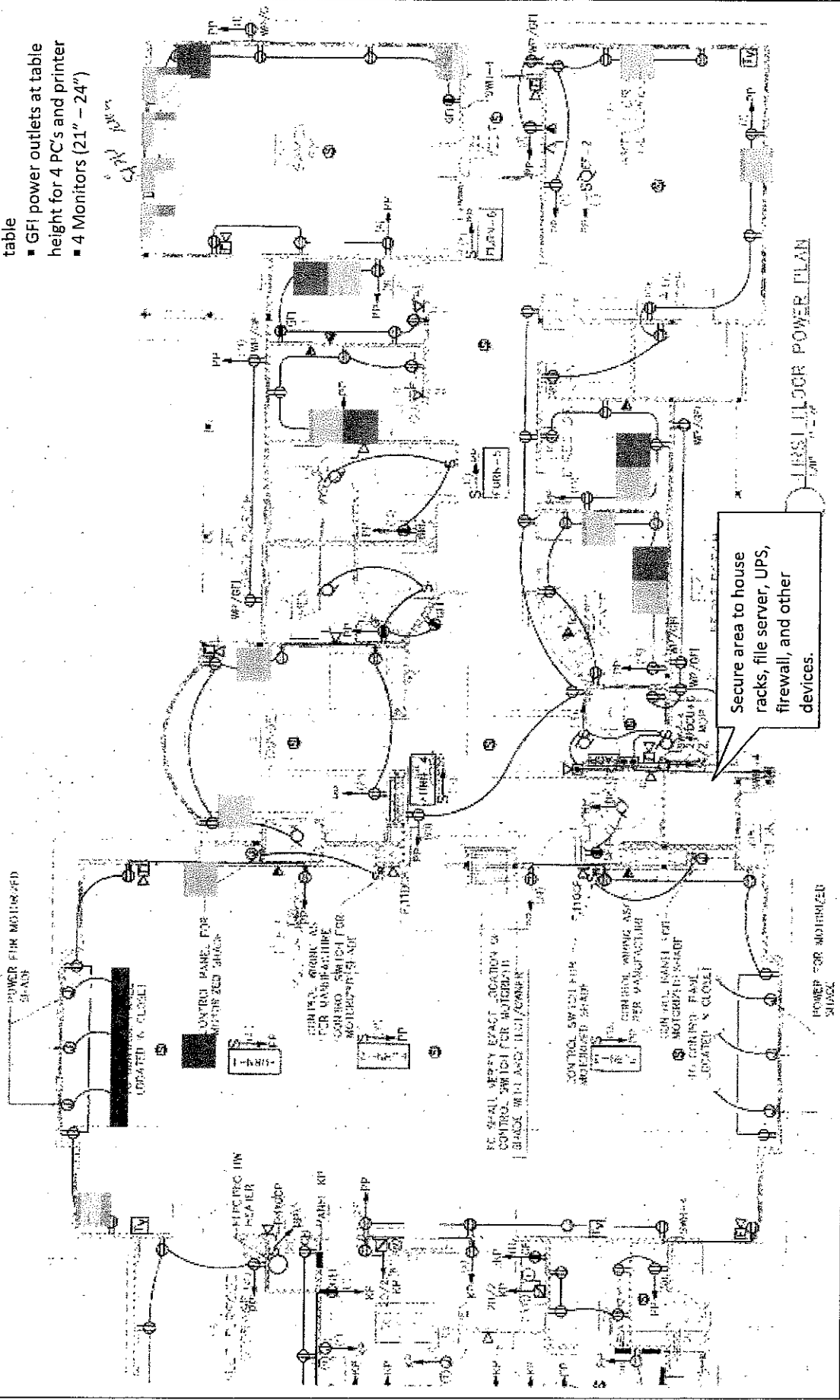
We look forward to working with the Senior Center Building Committee, Town employees, and outside agencies to incorporate critical technology needs into this fabulous new space.

Respectfully yours,

Technical Advisory Committee

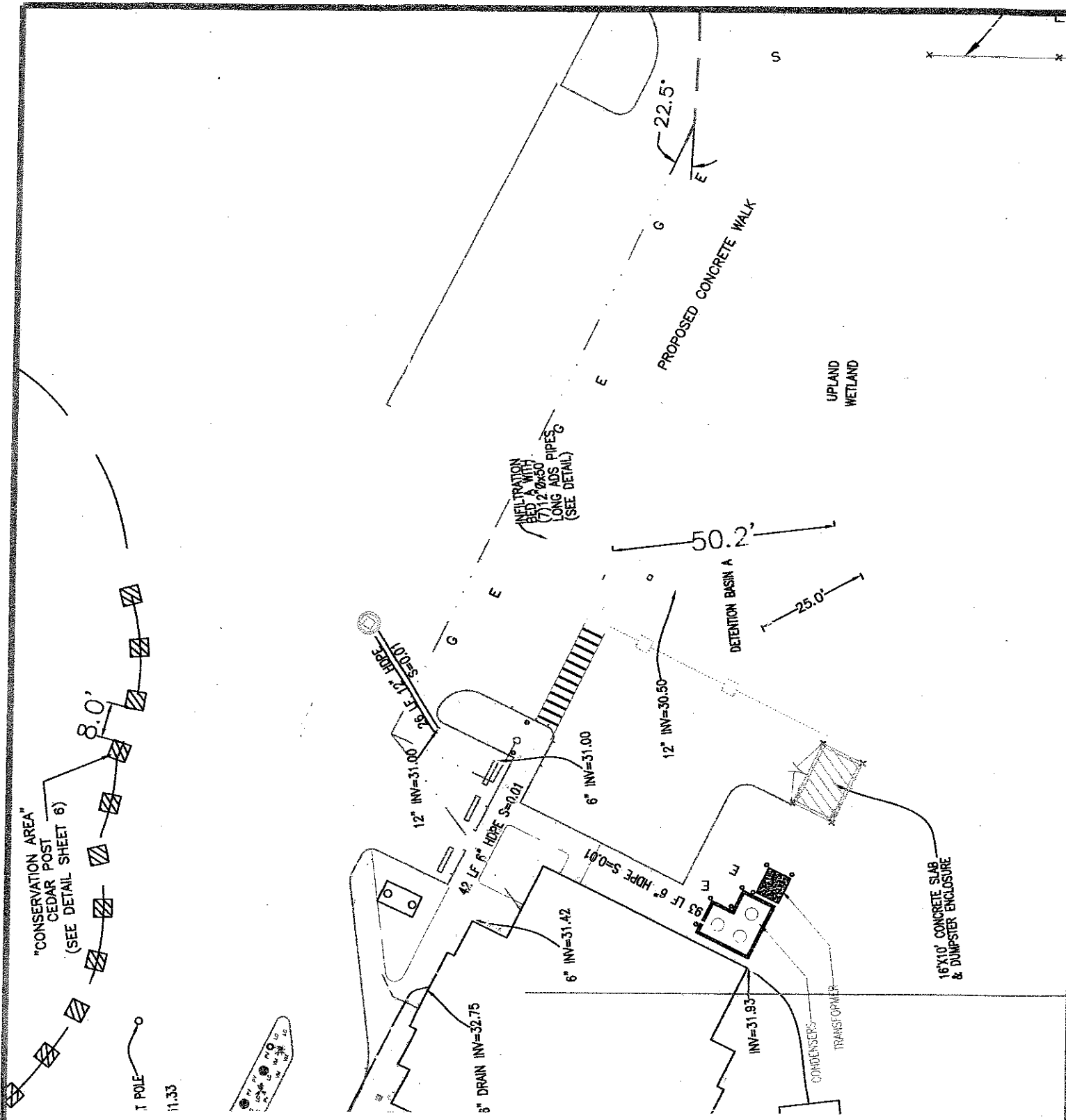
Technical Advisory Committee

- Built in table for computer table
- GFI power outlets at table height for 4 PC's and printer
- 4 Monitors (21" - 24")



FIRST FLOOR POWER PLAN

	Data Port
	Wireless Router
	Printer
	Retractable Projection Screen
	In Focus Projector
	Flat Panel TV
	Data Closet



11.33