

Town of Kingston
Senior Center Building Committee
Meeting Minutes
April 28, 2010

1. The Meeting was opened by Chairman Paul Gallagher at 12:15pm in Room 101. Others members present were Paul Armstrong, Muriel Boyce, Phil Burnham, Jack Burrey, and Dave Colter. Absent was Linda Felix. Others present were Dan Pallotta, OPM, he and Barbara Costa, Ron Gleason and Jeanette Gleason.

2. Paul opened the meeting by stating that he had hoped the Contractor Bids would have been received yesterday but the receipt of same had been changed to Thursday. He would like to meet again next Tuesday, May 4, and then it would still be a few weeks before we can start meeting again after we award the Bids.

3. Dan Pallotta, OPM, further stated that we have to receive a lot of schedules and agendas and we will know more as soon as these are received.

4. Paul went on to say that once we get the bids and have a chance to read them we will know more as far as what kind of numbers we are dealing with and also these Bid Packages at some point do become information that will also be open to the Public. And he also stated that you do not go out to bid until and unless you have the money. We do not expect to receive many Bids.

5. Dan stated that a second Addendum is now out. There is also a third Addendum going out today. Nothing major, there was a mistake in the language on one of the forms.

6. Paul then changed the discussion to the matter of how we went about ranking the submissions received for the Clerk of The Works position. First and foremost we all agree that we have a Clerk of The Works and we have always had one on other Town projects and found them to be very beneficial to have on board. There is a great benefit to have one on-site. We did and do have some other options.

7. Paul emphasized some of the other options available to us and one was to hire the Clerk of The Works directly and we could have the OPM pick one and we could also use that option. We got 10-11 submissions and we did exactly what the Town requires; we crossed every 't' and dotted every 'i' and we want to continue to do this. But we are concerned that should we continue with that process, now that the process has been changed from what we had thought it to be. While we were going to interview the highest 5 or 3 we find now that we must interview all 10 of the bidders. We believe that this could go on forever. Or even not have a Clerk of The Works available to us that could be hired for the job. Our attention should be focused on hiring the best of the 10 by narrowing down the list to 5 or 3, for the other options could continue to take a long time and we need to move forward on this position.

8. Paul then asked the Committee if they wanted to start moving forward on this matter and do we want to hire someone outright? We could hire a new Staff member for the Town but we can't because we have a freeze on new hires. If we went that way we could end up with no one but the other option could be to let the OPM go out and hire the Clerk of The Works. Dan said that he will do whatever we want him to do. Under this option, the Clerk of The Works would go through the OPM and he/she also would represent the Town and the SCBC.

9. Phil Burnham asked if this whole discussion is based on new rules as opposed to the ones we were working under when we were doing this under the rating system mentioned earlier. It was stated that the Clerk of The Works would still come before the Committee in this position, as well as to the OPM but it was noted that the Clerk of The Works is an Observer for all of us, the Committee and the OPM.

10. Dan asked just what was the budget for the Clerk of The Works - and if we could do 40 hours a week we should, except under extenuating circumstances as progress moves forward, the weather conditions, and supplies always available - for there would be times when 40 hours would not be required and that would be addressed and understood prior thereto. We are looking for someone that is there who can advise us immediately of things that are wrong and can be fixed in a timely manner sooner than later.

11. At this point it was thought that we need a Motion and a discussion took place as to time spent at the site, discussions reporting to the Committee, about errors found and changes needed to be done immediately to save money and continue to move forward. It was mentioned if the pay should be based on an hourly basis and we should put together a reasonable package of remuneration and tell Dan just what we are expecting for the pay recommended as you, Dan, look for a Clerk of The Works.

12. A **Motion** was put forth by Dave Colter and **seconded** by Jack Burrey that we have the OPM select the Clerk of The Works, who will actually be an employee of P3, the OPM's company, and the Clerk of The Works will be given a fair wage for the duties we both expect him to perform for us and it was **unanimously so Voted**.

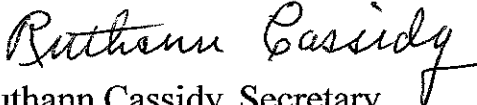
13. With regard to one of the members of the Audience, Barbara Costa, who is both on the Board of the Council of Aging and on the Friends of the Council of Aging, Paul stated that he and Jill Myers had received an e-mail from them asking why it was necessary to hire and pay for a Clerk of the Works on the project. Paul wrote back an e-mail explaining why it is necessary to protect the Town's interest and the money had been budgeted for that position for about 6 years, knowing when the time came, it would be a position highly needed, and very helpful to the Town and to the SCBC itself.

14. A **Motion** was made by Paul Gallagher to approve the Minutes of March 30th and also the Minutes of April 15th, both 2010, and it was **seconded** by Phil Burnham, and it was **unanimously so Voted**.

15. There being no other business to come before the Committee, a **Motion** was by Paul Gallagher and **seconded** by Phil Burnham, it being 12:55pm, and it was **unanimously so Voted**.

16. For information, the only Minutes outstanding are these dated April 28, 2010.

Respectfully submitted,


Ruthann Cassidy, Secretary