

Town of Kingston
Senior Center Building Committee
Meeting Minutes
October 29, 2008

1. The meeting was opened by Chairman Paul Gallagher at 7:00pm in Room 201. Other members present were Muriel Boyce, Phil Burnham, Linda Felix, and Ron Gleason. Absent were Jack Burrey and Dave Colter.

2. Paul mentioned that Ron Gleason had attended the October 21st meeting with the Conservation Commission and Catlin Architecture people, as well as the October 27th meeting with the Planning Board and Catlin Architecture people, and he would be turning the meeting over to Ron shortly to inform the other members of the SCBC Meeting what was discussed at these two meetings. A new Schematic Design is now 100% completed (\$41,496) and 20% of the Design Development is completed (\$11,066) and 50% of the Notice of Intent is completed (\$3,250). These figures, less the previous paid billing amount of \$41,496 out of a total fee of \$52,561.60 leaving a balance owed of \$11,065.60, together with the above \$3,250 for the NOI to date, a bill has been presented in the amount of \$14,315.60. Heidi Sokol sent a memo both the SCBC and the Selectmen's Office outlining descriptions of things being worked on; namely, Progress Draft Drainage Report / NOI – Prime Engineering, Progress Grading and Utilities Plan / Parking Layout – Prime Engineering, Final Schematic Design Plans and Elevations, and Progress Site Layout (last three items also were provided to the Planning Board). **(A copy of this bill and memo mentioned above are attached to these Minutes for ready reference.)**

3. At this point, a **Motion** was made by Phil Burnham and **seconded** by Muriel Boyce to pay the latest bill provided by Catlin Architecture dated October 23, 2008 in the amount of \$14,315.60 and it was **unanimously so Voted.** Also, at this time, a **Motion** was made by Paul Gallagher and **seconded** by Phil Burnham to turn the meeting over to Ron Gleason.

4. Ron Gleason shared with the members a drawing of the new Site Plan presented by the Engineers – Prime Engineering – at the Conservation Committee meeting of October 21st and discussed some of the changes that have been made since last presented. There is also going to be a drain

basin that will be filled and vacuumed periodically that was discussed, as well as the proposed NOI, in draft form at the meeting with the Planning Board by Prime Engineering at a meeting held on October 27th.

5. Ron also mentioned two other matters were also discussed; one being a discussion with Fire Chief Heath on the turn-around for emergency vehicles around the building itself and it was left that as far as these vehicles can reach the building from any angle and turn around in the parking area and then get back out, this would suffice for their needs. The SCBC will also be talking with Paul Basler, Superintendent of Highway regarding the Highway Department equipment removing any and all plowable snow from the land surrounding the new Senior Center building.

6. Ron further mentioned that the NOI would be presented to the Conservation Committee this coming week (by November 3rd). The Cons. Comm. will make any necessary comments they feel are required and then it will proceed through the process to submission. The subject of Mitigation items that will need to be also included was also mentioned. These two matters will be discussed again at the next meeting with the Conservation Committee, Catlin, and any available members of the SCBC on Tuesday, November 18th at 8:00pm.

7. One of the Members of SCBC mentioned about the new Center being used to the fullest and utilized well beyond our present expectations and wondered what would be the done to accommodate this expansion and it was thought that 'somebody' would have to build up, out, or build another one and just move on.

8. A **Motion** was made by Phil Burnham and **seconded** by Linda Felix to approve the Minutes of the September 10, 2008 meeting and it was **unanimously so Voted.** The Minutes of August 20th are still pending approval.




9. No date was set for the next meeting of the Senior Center Building Committee. There being no other business to come before the Committee, a **Motion** was made by Linda Felix and **seconded** by Muriel Boyce to close the Meeting, it being 7:30pm. and it was **so Voted.**



Respectfully submitted,

Catlin
Architecture

October 23, 2008
Catlin Architecture Project # 28005
Invoice # 28005-3

Mr. Paul Gallagher
Chairman, Building Committee
26 Evergreen Street
Kingston, MA 02364

Approved: 10/29/08 7/10




RE: Architectural Services for Kingston Adult Community Center
for Period from October 1 through October 30, 2008

Phase	Total Fee	% Fee	% Complete	Total
Schematic Design	\$ 41,496	15%	100%	\$41,496
Design Development	\$ 55,328	20%	20%	\$11,066
Construction Documents	\$ 110,656	40%	0%	\$0
Bidding & Negotiation	\$ 13,832	5%	0%	\$0
Construction Administration	\$ 55,328	20%	0%	\$0

Total Fee \$ 276,640

Total Fee Billing to Date for Architecture	\$52,561.60
Less Previous Amount Billed	(41,496.00)
Current Fee Billing	\$11,065.60

TOTAL CURRENT FEE DUE \$11,065.60

NOI \$6,500.00 50% Complete \$ 3,250.00

TOTAL AMOUNT DUE \$14,315.60

Catlin Architecture 10 Granite Street, Quincy, MA. 02169

(617)-770-2440
fax (617)-770-2442

**TRANSMITTAL
LETTER**

Project: Kingston Senior Center

Project No.:
28005

To: Kingston Senior Center Building Committee
Board of Selectmen's Office
Kingston Town House
26 Evergreen Street
Kingston, MA 02364

Date:
10/28/2008

Attn: Building Committee

WE ARE SENDING YOU

HEREWITH

UNDER SEPARATE COVER

THE FOLLOWING:

COPIES	DATE	DESCRIPTION
1	10/27/08	Progress Draft Drainage Report / NOI - Prime Engineering
1	10/28/08	Progress Grading and Utilities Plan / Parking Layout - Prime Engineering (11x17) *
1	9/12/08	Final Schematic Design Plans and Elevations *
1	9/9/08	Progress Site Layout *

Message:

* Indicates items provided to Planning Board.

Attached please find the final approved schematic design (upon which we are basing the ongoing Design Development drawings) and the progress draft NOI and drainage report. The engineer anticipates filing the NOI in the next week or so. Paul Gallagher needs to sign the application -- Ruthan has forwarded the signature pages to him to sign and return to me. Please note that the engineer has met at least twice with the Con Com (once with Maureen alone and once with the Commission) in the process of preparing the NOI and plans.

I have also included the drawings that I provided to the Planning Board on Monday night (10/27/08).

Thank you.

Heidi Sokol

Copies To:

file

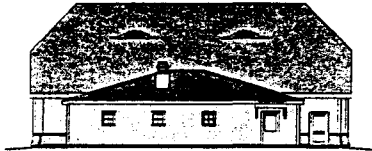
From: Heidi Sokol



WEST ELEVATION



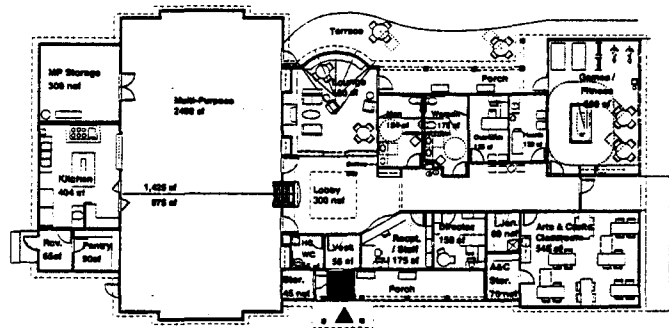
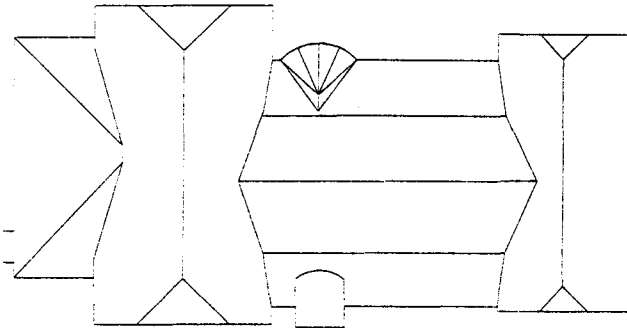
SOUTH ELEVATION



EAST ELEVATION



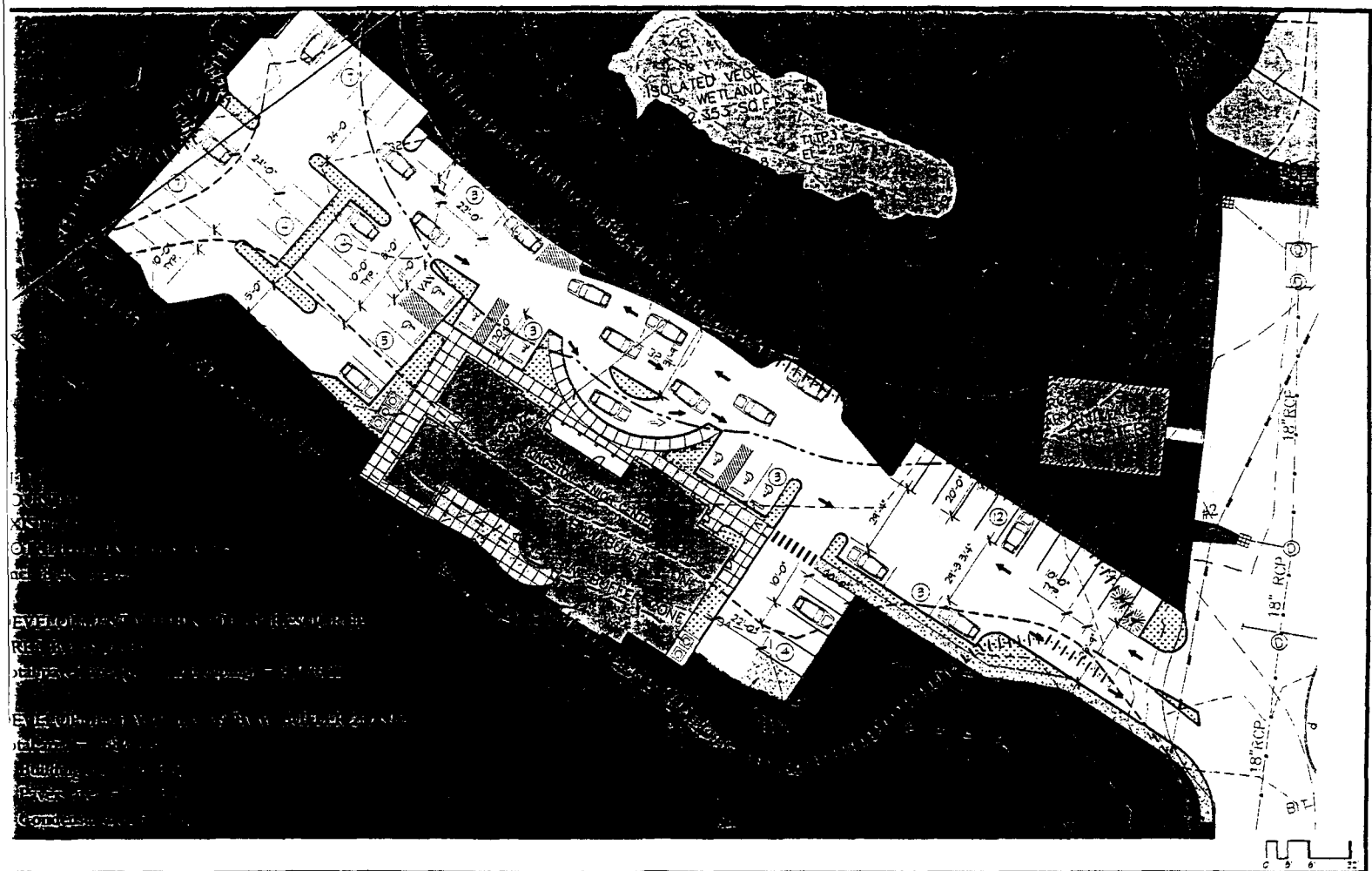
ENTRY ELEVATION



FLOOR PLAN
7,250 gsf

KINGSTON SENIOR CENTER
SCHEMATIC DESIGN 9-12-08

CatlinArchitecture
617-770-2440



PROPOSED SENIOR CENTER RELOCATION
 KINGSTON, MASSACHUSETTS

SK - 09.09.08