

Town of Kingston
Senior Center Building Committee
Meeting Minutes
August 6, 2008

1. The meeting was opened by Chairman Paul Gallagher at 7:05 pm in Room 201 in Town Hall. Other members present were Muriel Boyce, Phil Burnham, Jack Burrey, Dave Colter, and Ron Gleason. Absent was Linda Felix.

2. Paul stated that at the ZBA Meeting tonight in Room 200, there was to be a presentation/discussion by Kopelman & Paige on the subject of the Open Meeting Laws. He invited anyone who wanted to attend to feel free to go in after this meeting.

3. Paul went on to say that we have a new proposal from John Catlin, Architect, to move forward. John has had a meeting on negotiations with Kevin Donovan and the proposal is dated August 4, 2008 (Revised) and is regarding "Kingston Senior Center Final Design * Re-Start", as well as a display entitled, "Total Project Cost (TPC) Estimate, also dated August 4, 2008." Some of the cost numbers have changed/ revised in and of themselves, and the Design Contingency is now \$111,608, somewhat higher than the prior estimate dated July 23, 2008 of \$108,750, which we can use if we have overruns as we proceed forward. **Both of the above illustrations are attached here for ready reference.**

4. To continue on this discussion, many of the individual costs were discussed/questioned in greater detail; e.g. certain Fees, Design (\$111,608 vs. prior \$108,750) by Jack Burrey, certain Engineering costs by Ron Gleason (\$276,639 vs. prior one of \$290,639.), and Paul stated that while the Total Actual Cost is \$2,750,000, on the "Final Design" mentioned above, the fee for Schematic Design through Final Construction is \$202,139, but on the Total Project Cost display it is listed as \$276,639. Jack Burrey also raised questions on just what goes into some of the above fees and felt that the Design phase was a lot because we have already gone through some of these individual steps, and feels we have already done some of this design work priorly. Paul mentioned how Catlin has now taken off the second floor and the first floor has to be somewhat re-designed but Jack feels that a lot of that re-design has already been done and he, Catlin, has not given us any credit for prior paid fees. Paul continued that he, Catlin, has not really redesigned the whole project but he could be paid for what he has now done,

keeping in mind that he has already been paid for what he did previously. Ron went on to say that we agree that he was paid for what he has done in the past, possibly maybe a little less, and Jack continued to say that he feels that some of these figures imply we are paying him from “scratch”. Ron continued that he thinks Kevin Donovan needs to meet with Catlin again to discuss whether there is any room for further discussion of bringing some of these estimated costs down. One particular point in the “Final Design*Restart” display, specifically item #15, Ron questioned the statement of having “four meetings with the Building Committee during the design period plus one informational meeting and one public hearing to discuss the design.”

5. Paul stated here that in his last Contract, Catlin was to come to 4 meetings but he came to at least 10, he has also done drawings and has not been paid for these yet. He, Catlin, is designing a Senior Center for the Town of Kingston, on a lot, and while it is the same lot, he is starting over. And we are now telling him we want to redesign the building, Dave Colter pointed out though that he no doubt has all of this in his computer and shouldn't be that big a job to redesign and most of the rooms' set up will be remaining the same.

6. At this point, **Paul put forth a Motion** as follows: To Authorize Kevin Donovan to enter into a Contract with John Catlin, Architect, to design a 7,250 sq. ft. building based on the August 4, 2008 Estimate provided to us and directing Kevin to continue negotiations to see if he, Kevin, can reduce the Architectural and Engineering Fee, and **as part of this Motion** to also obtain an amendment to the item #15 in the “Scope of Work” section in Catlin's letter of August 4, 2008 to Kevin to read - “Attend meetings as requested with the Senior Center Building Committee during the design and construction” **and this Motion was seconded** by Dave Colter and it was **unanimously so Voted.**

7. At this juncture, Paul asked Ruthann, the Secretary, to change how we have been sending the Minutes via e-mail for review prior to the meeting and to bring a clearly marked “Draft” copy for each member to the next meeting for reading by the members, discussion, changes, if any, and a Vote on any and all outstanding Minutes as appropriate at the actual meetings. **At this point, the Minutes of July 23rd remain outstanding.**

8. It was pointed out that Ron had suggested adding an Electrical Room on to the

present space as shown on the latest drawings of the Plan B building design at the far end of the left hand side of the building.

9. It was mentioned that the subject of sprinklers in the building should be discussed with Fire Chief Heath even though it was thought this was not necessary as sprinklers are not deemed necessary in a building of less than 7,500 sq. ft. But it was stated that Fire Chief Heath would like to see them there and he has brought it to the attention of the Committee. Paul said he would have a discussion on this matter with Kevin Donovan and then Kevin could discuss it with John Catlin.

10. Ron mentioned that the subject of Site Engineering/Engineers and the problems of Drainage are still to be discussed. Dave Colter stated that we need to get something firm from the Conservation Commission and Paul added that that won't happen until we submit the NOI and discuss further some of the Mitigation to be part of same.

11. Paul suggested that he felt that Kevin Donovan will no doubt have this all buttoned down with John Catlin by this coming Friday, August 8, 2008. **Paul put forth a Motion** to schedule our next meeting for next Wednesday, August 13, 2008, at 7:00pm. and we will invite John Catlin to come to this meeting, if in fact the new Contract has been signed **and this Motion was seconded by Phil Burnham and it was unanimously so Voted.**

12. There being no other business to come before the meeting, a **Motion** was made by Paul Gallagher and **seconded** by Ron Gleason to close the meeting and it was so Voted, it being 7:55 pm.

Respectfully submitted,



Ruthann Cassidy, Secretary

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Catlin Architecture

4 August 2008 (REVISED)

Mr. Kevin Donovan
Town Administrator
Town of Kingston
26 Evergreen Street
Kingston, MA 02364

RE: Kingston Senior Center Final Design • Re-start

Dear Kevin:

We are very pleased that Kingston will be re-starting the senior center project and that it will be located on the site adjacent to Town Hall.

At your request we have revisited the numbers with our consultants and have adjusted the fee structure to reflect a \$16,000 reduction in the A&E fee structure. We have reduced the consultant's fee for the NOI with ConCom from \$8,500 to \$6,500 and the A&E fees from \$290,639 to \$276,639.

Scope of Work

1. Revisit the program from 2004 and adjust to meet the present total project funds available of \$2,750,000.
2. Establish a final program to fit the budget.
3. Develop a schematic design for final approval, including plans, elevations, sections, and site plan showing parking, set backs, lighting, and access.
4. Provide a schematic design cost estimate for approval.
5. Verify local, state, federal permits and/or approvals that may be required to proceed with the project.
6. Submit a NOI (Notice of Intent) with the Town's Conservation Commission for review, revision, as may be necessary and approval – Sub-consultant engaged for review and presentation.
7. Develop design development documents and specifications based on the approved schematic design documents.
8. Develop a final design development site plan based on the order of conditions as may be provided by the Conservation Commission through the NOI process.
9. Provide a design development cost estimate for approval.
10. Upon approval of the design development documents, complete bid ready construction documents.
11. Assist the Town in the bidding and negotiation process.
12. Provide construction administration services during the construction process, chairing weekly construction meetings, as may be determined to be necessary during the scheduled construction period.
13. Provide final project close out within the construction schedule time frame.
14. Schedule a 12-month warranty walk through with client and contractor.
15. Attend four meetings with the Building Committee during the design period plus one informational meeting and one public hearing to discuss the design.

Catlin Architecture

Schedule

Design through bid-ready plans and specifications: five months assuming that the NOI process proceeds smoothly and that approvals are provided in a timely manner.

Fee for Services¹

Architectural & Engineering Fee for Schematic Design through Final Construction Documents • two hundred two thousand one hundred and thirty-nine dollars (\$202,139) – includes A&E effort for the NOI.

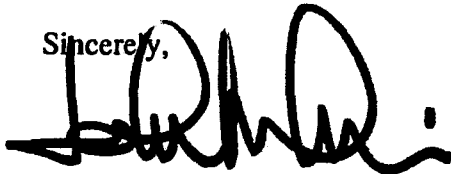
Architectural & Engineering Fee for Bidding and Negotiation through Construction and scheduled closeout • seventy-four thousand five hundred dollars (\$74,500).

See attached TPC (total project cost) estimate for a complete breakdown of associated estimated costs.

¹Fee is based on estimated construction cost for winter '09. Fee is quantified by a budget of \$2,343,772 for actual construction cost including owner's contingency.

I would assume that we would either amend the previous contact or issue a new one based on this new scope of work. Please feel free to contact me if you should have any questions and/or comments and thank you for the opportunity to continue to work with the Town on this terrific project.

Sincerely,



John Catlin & Associates Architects, Inc.
John Catlin, AIA

Catlin Architecture

Kingston Adult Community Center

Total Project Cost (TPC) Estimate

Total Funds Available	\$ 2,750,000
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New Construction (single story • no basement)	7,250 sf	
Bricks and Mortar Estimate	\$ 300 sf	\$ 2,175,000
Design Contingency		\$ 57,165
Owner's Construction Contingency	5%	\$ 111,608
		\$ 2,343,773

Soft Costs		
Architectural and Engineering		\$ 276,639
NOI - ConCom ¹		\$ 6,500
Structural Inspections		\$ 3,588
Pubic Bid Reproduction		\$ 9,500
Construction Testing		\$ 10,000
Misc. Reimbursables		\$ 16,000
Project Management (project cost over \$1.5mi)		\$ 84,000

Projected Total Project Cost (TPC) Estimate²	\$ 2,750,000
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¹NOI assumes that the wetland's have been flagged and a survey has been completed.

²Assumes Furnishings and Equipment (F&E) would be provided through other funds