

Town of Kingston
Senior Center Building Committee
Meeting Minutes of January 14, 2009

1. The meeting was opened by Paul Gallagher, Chairman at 7:05pm. in Room 101 in Town Hall. All Members were present; namely, Muriel Boyce, Phil Burnham, Jack Burrey, Dave Colter, Linda Felix, and Ron Gleason.
2. Paul mentioned that on Tuesday, January 20th, at 10:00 am., the following people from: BCS, Prime Engineering, Maureen Thomas, Conservation Agent, and Paul Basler, Superintendent of Highway would gather to start doing the Test Pit work. We have already voted to pay up to \$1,700 to do this project.
3. At this point, a discussion among all the members ensued on what we have paid for on bills submitted by Catlin and what amounts are still outstanding and the plan for paying for further work already done and work still to be completed.
4. Jack Burrey had questions on the drawings as to the layout and location of the different rooms (Kitchen, Reception, etc.) and thought this information was missing on the Site Plans and pointed out that we need signage on any Construction drawings and the Design drawings as well. It was agreed that we should tell Catlin that we will not be paying any more monies than the fees we have paid to-date until we can move forward on the NOI and the additional Design Development work.
5. Jack also added that we need more engineering input. It was also mentioned that Plumbing and Wiring should also be noted. We should also have by now Outline Specs and we have nothing. Paul did go on to ask if we should pay him (Catlin) any percentage of what is outstanding tonight. Phil Burnham said that we still need all of the Design Development and Construction plans but we only have some of the Design Development and perhaps we should hold off paying any more until we get what we want. Ron Gleason asked if he (Catlin) does not get all of his \$23,000+, what part of these drawings were part of the NOI? And where are the Test Drawings and further discussion took place on these matters.
6. At this point, Dave Colter asked if we could table this discussion of the payment process until after we get the test pit results but Paul felt Catlin would prefer that at this time we pay him some part of the outstanding amount now. A **Motion** was put forth by Ron Gleason and **seconded** by Dave Colter to pay 20%

(\$11,065.60) and that Paul Gallagher will request John Catlin to make a presentation to us on the Outline of Specs, and we want an outline of plumbing, wiring, sewer lines, fire hydrants, and utilities and it was **unanimously so Voted.** **(Copy of approved bill attached.)** Ron Gleason then reiterated that we have paid Catlin for Schematic Design Plans, Elevation sections, Site Plans showing Parking, Setbacks, Lighting, and Access but Paul should also tell Catlin that no particular Drawings show in detail any of these things.

7. Paul then stated that we should set another meeting for next Wednesday, January 21st at 7:00pm. and he will be in touch with Catlin and hopefully he will be able to attend as well.

8. At this point, a discussion took place of where and why the Fire Chief has concerns with putting the Sprinkler System in a Store Room. And the question came up as to how we can settle this hold up. Other questions were asked, such as, does every Town Building have a separate room for their Sprinkler System? How big does a building have to be to need a separate room? It was agreed that these questions need to be explored and resolved. Ron Gleason said he thought we do have some space that we might put the Sprinkler System in other than a Storage Room.

9. Jack Burrey pointed out where a small room with a door to the outside could be put on the proposed plans that could contain the Sprinkler System and perhaps can discuss this next week if Catlin can come to that meeting. We could also change the roof line of one side of the building to accommodate the jut-out where other things, such as wheel chairs and other small necessary equipment could be brought in.

10. At this point, a **Motion** was made by Phil Burnham and **seconded** by Muriel Boyce to approve the Minutes of December 3, 2008, as amended, and it was **unanimously so Voted.** Minutes of January 7, 2009 are still outstanding.

11. There being no other business to come before the meeting, a **Motion** was made by Phil Burnham and **seconded** by Ron Gleason to close the meeting, it being 8:00pm. and it **was so Voted.**

att.

Respectfully submitted,
Ruthann Cassidy
Ruthann Cassidy, Secretary