

Town of Kingston  
Senior Center Building Committee  
Meeting Minutes  
January 19, 2010

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1. The Meeting was opened by Chairman Paul Gallagher at 6:00pm in Room 201. Other members present were Muriel Boyce, Phil Burnham, Jack Burrey, Dave Colter and Linda Felix. Member absent was Ron Gleason. Others absent were Dan Pallotta, OPM.
2. Paul opened the meeting by stating that we would be discussing what our thoughts are on the requirements for the position of a Clerk of The Works for the Senior Center project. And also, what and how would be the best way to come up with these. Have someone from the Committee investigate the issue, go back to the Ethic's Committee again, or just meet with Town Counsel and Jill Myers, Town Administrator. It appears that we could just hire someone, but then there was a feeling of having to go to the Ethic's Committee.
3. Kevin Donovan, previously our Town Administrator, did advertise for a Clerk of The Works and Jim Coleman did apply and we did hire him. We did not do any nationwide search. This again is the route Ron or anyone would follow, except Ron would have to follow as is stated in the next item.
4. The only other requirement would be that Ron would have to resign from the SCBC 30 days before applying to the advertisement for a Clerk of The Works and Ron is well aware of this and is ready to do this at any time to qualify with (a copy he has) of the Ethic's Committee Rules and Regs.
5. The discussion continued on with advertising or not advertising and let the OPM hire the Clerk of The Works. The OPM job was advertised and Dan was hired for that job and it was thought that he could hire the Clerk.
6. However, Paul did state the Town Counsel still has a lot of questions and feels we are going to have to - go through a definite process - determine requirements of the job - advertise in a local paper, review the applicants and determine the number of finalists as thought to be necessary.

7. Paul asked the Committee if they wanted to put an advertisement together tonight and then maybe Jill Myers could review it tomorrow, Thursday, or Friday. Town Counsel would help us too to try to get to the point that someone would fit the bill to do the Clerk of The Works job, and it well could be Ron Gleason, and it was felt that Jill would also like to get to that point as well, someone who would fit the bill. Actually we do not need much more than a paragraph for the advertisement.

8. Paul went on to state that we have budgeted \$39,000 for a Clerk of The Works' salary. We do have a salary budget of \$90,000, and now counting the OPM's salary, there is a little more money available. Wages will be negotiated with the Town Administrator.

9. Paul stated that he thought what we need is a **Motion** to advertise for the position and **Jack Burrey put it forth** and **Phil Burnham seconded it and it was unanimously so Voted.** Further discussion took place, such as -- experienced in all phases of construction - will report directly to the SCBC and also to the Architect - work hours would be a maximum of 40 hours per week for a period not to exceed 9 months - and the Clerk of The Works would also attend afternoon or evening SCBC meetings as posted. Estimated start date for construction is thought to be on or about April 1, 2010 - availability of Clerk of The Works on the job would depend on the weather or on adverse / unforeseen conditions or events. Primary response to include - construction of facility to adhere to Spec. Books and Architectural Drawings. - report to SCBC and Architect with Suggestions and Observations requiring Committee approval for any changes in management - and report to Construction Superintendent and Architect any and all noted Observations requiring immediate action.

10. Then Paul went on to say that he would try to meet with Jill on Friday to discuss the above and other matters, and if any of the Members have anything they want to add, they should send all the members an e-mail by Thursday night and he will include them in his meeting with Jill on Friday, January 22<sup>nd</sup>.

11. Paul asked for a **Motion** at this time for him to be authorized to take action on the above with Jill and then go forward with the advertisement, all

based on the discussions the Committee Members have had as outlined in item #10 above and sub-items therein. This **Motion was brought forth by Phil Burnham and seconded by Linda Felix and was unanimously so Voted.**

12. For Information, Minutes outstanding at this time are July 29<sup>th</sup>, October 14<sup>th</sup>, December 17<sup>th</sup>, December 29<sup>th</sup> all of 2009, and January 11<sup>th</sup> and these too dated January 19<sup>th</sup>, 2010.

13. There being no other business to come before the meeting, a **Motion** was made by **Jack Burrey** and **seconded by Muriel Boyce** to adjourn the meeting, it being 7:00pm.

Respectfully submitted,



Ruthann Cassidy, Secretary