

Town of Kingston  
Senior Center Building Committee  
January 23, 2008  
Meeting Minutes

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1. Paul Gallagher, Chairman, opened the meeting at 7:00 pm. All other Members were present; Muriel Boyce, Phil Burnham, Jack Burrey, Dave Colter, Ron Gleason, and Linda Felix.
  
2. Paul talked about the letter he had sent out to the Board of Selectmen, Finance Committee, Council on Aging and All Town Committees/Commissions and Departments on the subject of updating them on the progress this Committee has made in the past few months on the building of new Senior Center. Muriel mentioned how well it was received by the Seniors at their luncheon on the day it was released to others and Paul mentioned that there has been good feedback from others on this update and progress to date. Ron Gleason thanked Paul for sending it out and said its straightforwardness and to the point made for good reading and reception. **(A copy of this letter is attached here for ready reference.)**
  
3. Paul then shared with the Committee Members a display that he had put together showing bills presented to the Committee by the BSC Group and listed those that have already been paid, amounting to \$12,295.98, and those that are still pending. The original RFP award was in the amount of \$19,600. The three bills still listed as Pending are the same bills mentioned in the November 14, 2007 Minutes, as described in item No. 13, stating that the Chairman would be looking into this matter further in order to make payment to the BSC Group; these bills numbered 3 outstanding, one dated March 29, 2007 in the amount of \$2,162.60 for projects undertaken from 2/09 - 3/26, a second one dated August 1, 2007 in the amount of \$2,603.64 for projects undertaken from 3/30 - 7/27, and a third dated October 22, all in the year of 2007, in the amount of \$407.83, for a total of \$5,174.07. After additional discussion by Paul and sharing an Accounting Detail History provided by the Town Accountant's Office, a **Motion** was made by Ron Gleason and **seconded** by Phil Burnham to pay these bills in the total amount of \$5,174.07 to the BSC Group and it was **so Voted**. All three bills were signed individually for payment by the Members present. Paul will see that these are prepared for payment. This will bring the total payment to date to the BSC Group to \$17,443.05. **(A copy of the display and bills are attached here.)**

4. It was further noted that all other expenses spent by the SCBC, amounting to \$227,411.81, have been paid. Paul will be revisiting these Account Detail History of Expenses for the SCBC and report back to the Committee at a later forthcoming meeting.

5. Paul and Jack Burrey mentioned that Renny Chapman of the BSC Group would be submitting a new contract to us outlining projects and costs. We want to move ahead with him and we want to pay him directly. We want John Catlin, Architect, to provide him with whatever it is he might need to proceed. BSC/Renny Chapman have done the job we asked of them but the weather has hampered the work and they are putting together the contract for this work and any known additional work to be done shortly. His contract will be submitted after we meet again, which is proposed to be on February 5th.

6. Paul then turned the discussion over to Jack Burrey who showed descriptions of the layout of the proposed site and maps as now submitted by BSC, as it would appear with some changes known to be needed to be done, such as location of the building on the land, location of the vernal pool and wetlands as opposed to the location of same on the original Site plans on this piece of property, Map 35, Lot 27 to conform with agreed to changes in conjunction with the Conservation Committee and us. With these location changes we might end up in disturbing some areas but this might even help us.

Jack continued by stating that he thinks the building will work just fine even if the location is moved a bit, and the parking area should be ok as well even if we lose a space or two. Also thinks we can move ahead with John Catlin, Architect, for Jack believes Mr. Catlin agrees we can replicate the disturbed piece in the next adjoining lot, agrees the building will fit just fine, and that the Police and Fire requests for a complete turn around the building itself is being met. Paul feels these drawings are very close to the first set and that everything will fit on the land even more so.

Jack said he had also checked with Maureen Thomas, Conservation Agent, and Gary Langenbach, Chairman of the Conservation Commission, to make sure they had enough information from us and the BSC Group to go ahead on this project and they confirmed that they had more than enough information to

proceed than in previous times from prior Engineers. They confirmed that they were posting a meeting, (**see copy of attached Public Notice**), which meeting the SCBC Members would also be attending as well as Mr. Chapman, for February 5<sup>th</sup> in Room 203, Town Hall, at 8:15 pm.- 9:00 pm., as follows: "Opening of a Public Hearing for 26 Evergreen Street, Map 35, Lot 27 and 56." - ' The Kingston Conservation commission will hold a Public Hearing on the request filed by the Town of Kingston. Location of the proposed project is 26 Evergreen Street, Map 35, Lot 27 & 56, Kingston, MA., for an Abbreviated Notice of Resource Area Delineation for a Bordering Vegetated Wetland measuring approximately 1,942 feet and an isolated Vegetated Wetland under the jurisdiction of the Kingston Wetlands Protection Bylaw."

Jack continued to go on by showing the members a notebook submitted by the BSC Group to Maureen Thomas and Members of the Conservation Committee entitled, "Abbreviated Notice of Resource Area Delineation, Kingston, Massachusetts, BSC Job #46389.00. Jack stated that this ANRAD submission was quite involved and was sent to the Cons. Comm. on January 15, 2008 and stated that this application was being submitted in accordance with the Massachusetts Wetlands Protection Act and the Town of Kingston Wetlands Protection By-Law. These materials were submitted for the BSC Group by Steven Solbo, Wetland Scientist of the BSC Group. (**A copy of the Cover Letter and Table of Contents of the ANRAD submission are also attached here.**)

7. Paul mentioned at this time, that at some point we will want to have a meeting with both Mr. Chapman and Mr. Catlin, and hopefully maybe Kevin Donovan, as Procurement Officer, could be in attendance as well, to sit down and put forth what our thoughts are on the different parts of this project and who will be performing the necessary tasks involved on any given sub-project of the whole big picture. The Committee needs to fine tune these individual responsibilities at a prior meeting and hopefully when we all sit down together we will all agree that this is the way to go now. For once we found the frogs, the big picture changed a great deal and everything came to a dead stop.

8. A discussion ensued by the Committee as to what projects and bills have been paid to Mr. Catlin up to the present. Needing more information than the Committee had at hand, Paul continued by stating that he will be going over the


Account Detail History for the work already performed and paid to Mr. Catlin and report back to the Committee once this is known. Dave Colter suggested that it may be that Mr. Catlin needs to provide us with more descriptive information in order for the Committee to bring us both up to date on what has been paid and what might be still due and for which particular job/individual projects.

9. At this point, a **Motion** was made by Phil Burnham and **seconded** by Ron Gleason to approve the **Minutes of November 14, 2007**, as well as a **second Motion** was made by Phil Burnham and **seconded** by Ron Gleason to approve the **Minutes of November 20, 2007** and **both Motions** were **so Voted**.

10. The next meeting was set for Tuesday, February 5, 2007 at 7:45 pm. in Room 202 and we will then proceed at 8:15 pm. to Room 203 to attend the Conservation Commission Meeting scheduled as noted above for their Hearing on the proposed new Senior Center site, and upon completion of that meeting, we will return to Room 202 to complete our SCBC Meeting.

11. There being no other business to come before the Committee, a **Motion** was made by Paul Gallagher and **seconded** by Phil Burnham to close the meeting, it being 8:35 pm. and it was **so Voted**.

Respectfully submitted,



Ruthann Cassidy, Secretary



# TOWN OF KINGSTON

*Senior Center Building Committee*

*Town House*

*26 Evergreen Street*

*Kingston, Massachusetts 02364*

15 January 2008

TO: Town of Kingston  
Board of Selectmen  
Finance Committee  
Council on Aging  
All Town Committees and Departments

The Senior Center Building Committee is pleased to offer an update on the progress we've made in the past few months.

Working with the Conservation Commission, our focus has returned to the original site, (west of the Town House in the Municipal Complex on Evergreen Street), considered for the new facility. We are currently employing the services of The BSC Group for survey and engineering pertinent to applying for an ANRAD which will determine environmental boundaries on the site. With this Delineation, it is our belief, along with the support of the Conservation Commission, that the original site may be suitable for construction with some modifications to plans and consideration and replication of identified wetlands and vernal pools.

Along those lines, we will also be addressing parking and drainage concerns that will determine the suitability of the proposed Senior Center.

Given that the Committee has served over two years, it is with much anticipation we await final completion of work by The BSC Group and the subsequent presentation to the Conservation Commission.

With the support and assistance of the Conservation Commission, we hope to re-establish contact with the Architect, John Catlin & Associates, and proceed with final plans, permitting and contracting for a facility within the year.

The original inflow of funding from Arbor Hills continues to be our source for planning and development. There is currently approximately \$200,000 available.

We also continue to have the \$1,200,000 appropriated at Town Meeting 2004, originally borrowed for the construction of an Intermediate School, and subsequently reconsidered for construction of a Senior Center.

Town Meeting in 2004 also authorized the borrowing of an additional \$1,800,000 of which the Town has not yet gone for bonding, and would therefore not be reflected on the tax bills.

The Committee has been made aware through sources that the "arbitrage" issue for the \$1,200,000 needs to be considered some time in the future. Having said that, we hope to have construction underway in 2008 and therefore, arbitrage will not be an issue.

Best Regards,

Paul M. Gallagher  
Chairman  
Senior Center Building Committee

Initial Award	19,600.00	Contracted	Invoice #
Initial Bill	12,295.98	Payment approved May 23rd Paid 6/26/07	805249
Pending			
29-Mar-2007	2,162.60	Work 2/09 - 3/26	805672
1-Aug-2007	2,603.64	Work 3/30 - 7/27	808201
22-Oct-2007	407.83	Work 9/28 - 10/19	808895
	5,174.07		
	12,295.98		
	5,147.07		
	17,443.05		

# INVOICE



March 29, 2007

KEVIN R. DONOVAN  
TOWN OF KINGSTON  
KINGSTON TOWN HOUSE  
26 EVERGREEN STREET  
KINGSTON, MA 02364

Invoice No: 805672  
Project No: 46389.00

For professional services rendered for the period February 9, 2007 through March 26, 2007  
for the referenced project.

Project: EVERGREEN STREET  
SURVEY AND WETLAND IDENTIFICATION

LAND SURVEYING AND ENVIRONMENTAL SERVICES REQUIRED FOR THE PREPARATION  
OF AN EXISTING CONDITIONS PLAN INCLUDING WETLAND DELINEATION/REPORT,  
CALCULATIONS AND DRAFTING PER OUR CONTRACT DATED 12/18/06.

Professional Services	29.75 Hrs	\$1,989.31
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Out-of-pocket Expenses		\$173.29
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Current Billing	Authorized payment 1/23/08	\$2,162.60
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*[Handwritten signatures and initials over the billing table]*

Please Mail Payments Directly To:  
BSC Group, Inc. - Accounting Department - 15 Elkins Street - Boston, MA 02127 - Tel. 781-659-7981

INVOICE



October 22, 2007

KEVIN R. DONOVAN  
TOWN OF KINGSTON  
KINGSTON TOWN HOUSE  
26 EVERGREEN STREET  
KINGSTON, MA 02364

Invoice No: 808895  
Project No: 46389.00

For professional services rendered for the period September 28, 2000 through October 19, 2007 for the referenced project.

Project: EVERGREEN STREET  
SURVEY AND WETLAND IDENTIFICATION

LAND SURVEYING SERVICES FOR THE PROPOSED SENIOR CENTER INCLUDING ADDITIONAL RESEARCH AND MEETING PREPARATION TIME FOR ALTERNATIVE SITE PER OUR CONTRACT DATED 12/18/06.

Professional Services	4.50 Hrs	\$394.74
Out-of-pocket Expenses		\$13.09
Current Billing		\$407.83

*Authorized payment 1/23/08*

*[Handwritten signatures and initials over the table rows]*

Please Mail Payments Directly To:  
BSC Group, Inc - Accounting Department - 15 Elkins Street - Boston, MA 02127 - Tel 781-659-7981  
Please include invoice number(s) being paid by this remittance on front of check.



384 Washington St.  
Norwell, MA 02061

Tel: 781-659-7981  
Fax: 617-345-8027

January 15, 2008

Town of Kingston Conservation Commission  
Town Hall  
26 Evergreen Road  
Kingston, MA 02364  
Attn: Maureen Thomas

RE: Abbreviated Notice of Resource Area Delineation, Kingston,  
Massachusetts, BSC Job #46389.00

Dear Ms. Thomas and Members of the Commission:

The BSC Group, Inc. is pleased to submit this Abbreviated Notice of Resource Area Delineation on behalf of our client, Town of Kingston, 26 Evergreen Road, Kingston, Massachusetts. This application is being submitted in accordance with the Massachusetts Wetlands Protection Act and the Town of Kingston Wetlands Protection By-law.

Enclosed please find the Abbreviated Notice of Resource Area Delineation and accompanying materials. If you have any questions or require additional information, please contact me at (781) 659-7981.

Sincerely,

BSC GROUP, INC.

A handwritten signature in black ink, appearing to read "Steven Solbo".

Steven Solbo  
Wetland Scientist

CC: Department of Environmental Protection, Southeast Region  
Client

Engineers

Environmental  
Scientists

GIS Consultants

Landscape  
Architects

Planners

Surveyors



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## **Agenda**

Town of Kingston  
CONSERVATION COMMISSION  
26 Evergreen Street  
Kingston, MA 02364  
*Tuesday, February 5, 2008*

### **8:15p.m. – 9:00p.m. – Opening of a Public Hearing for 26 Evergreen Street, Map 35, Lot 27 & 56**

The Kingston Conservation Commission will hold a Public Hearing on the request filed by the Town of Kingston. Location of the proposed project is 26 Evergreen Street, Map 35, Lot 27 & 56, Kingston, MA. For an Abbreviated Notice of Resource Area Delineation for a Bordering Vegetated Wetland measuring approximately 1,942 linear feet and an Isolated Vegetated Wetland under the jurisdiction of the Kingston Wetlands Protection Bylaw.