

Town of Kingston
Senior Center Building Committee
Meeting Minutes
February 9, 2010

1. The Meeting was opened by Chairman Paul Gallagher at 5:30pm in Room 200. Other members present were Muriel Boyce, Phil Burnham, Jack Burrey, Dave Colter, and Linda Felix. Ron Gleason submitted a letter of resignation from the Committee on January 20, 2010. and it was mentioned that Paul Armstrong had shown interest in replacing him on the SCBC, which was taken under advisement. Others present were Dan Pallotta, OPM of P3 and Bob Clarke of Catlin Architecture.

2. Dan stated that he had discussed the Clerk of The Works job description with Jill Myers. He also had a conference call about it with John Catlin, Of Catlin Architecture, as well as with Jay Talerman, Town Counsel, on getting the construction in force. Jill agreed to review what we had sent her previously and the supplemental conditions that emerged and then back to Catlin.

3. Paul also stated if the Committee were able to approve these matters to night, we could go out to bid tomorrow. But thought it better if we went over them some more before we go out to bid, and Dan stated we could always make any changes by an addendum. Paul continued that the advertisement for the Clerk of The Works will be going out next week and would be in the Patriot Ledger the week of February 15, 2010. You have to have a Clerk of The Works before you go out to bid. Someone asked if we were putting this ad in a Central Register and it was stated that Jill does that as Chief Procurement Officer.

4. At this time, the latest Site Specs and the Drawings were the matters up for Review by the SCBC. Some of these things were discussed more thoroughly than others, depending on the subject matter and necessity for change or not, as well as the Committees meetings with the Conservation Committee, the Board of Health, and the Planning Board. In no special order, thing, touched on were the pitch of the Patio so that water would run off, Replication areas, Grass and Plantings, Fire extinguishers, rough in sink in coffee area but take out cabinets, much discussion about putting in a

boiler and just where it would go (build an outside shed for it to putting it up in the attic. Ice melting walkways in and out of main entrance. Some things were thought to be better discussed when the Contractors are on board in order not to get behind in our time line; sliding doors, plumbing, electrical and mechanical, as well as F-F-E(= furniture- fixtures- and equipment.) But it was mentioned that we do have the money for these things.

5. Jack Burrey brought forth a discussion of is there anything being done in the way of Communications and Locations of many things and it was thought to be ongoing.

6. Dan Pallotta mentioned the budget he is keeping track of for this project and the last update was that \$3,203,000 and we have spent up to \$243,000, leaving us with a balance of \$3,040,000. We may have a little more extra money, for in this economic climate this that are priced by the square foot are now cheaper than previously.

7, Paul described a **Motion** that was needed to start the process for moving forward on the bidding process as soon as Jay Talerman, Town Counsel, approved the Contract. **The Motion was brought forth by Phil Burnham and seconded by Muriel Boyce and it was unanimously so Voted.**

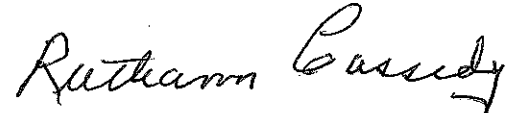
8. A bill was submitted by OPM Services addressed to Jill Myers for payment in the amount of \$4,500 which represents 20% for the Start of Bidding issues for the SCBC's approval and a **Motion was made by Dave Colter and seconded by Jack Burrey to pay the above amount and it was unanimously so Voted.** (See copy of attached bill signed by the SCBC Members present.)

9. For Information, Minutes outstanding at this time are July 29th, October 14th, December 17th, December 29th, all of 2009, and January 11th; January 19th, and these of February 9th, all of 2010.

10. No next Meeting date was set at this time.

11. There being no other business to come before the meeting, **a Motion was made by Phil Burnham and seconded by Linda Felix to adjourn the meeting, it being 7:00pm.**

Respectfully submitted,

A handwritten signature in cursive script that reads "Ruthann Cassidy". The signature is written in black ink and is positioned above the printed name.

Ruthann Cassidy, Secretary

February 9, 2010

Jill Myers, Town Administrator
Town of Kingston
26 Evergreen Street
Kingston, MA 02364

Re: Kingston Senior Center
Owner's Project Management Services

Pay \$4,500.00 only
Approved 2/9/2010

Invoice #2

For Professional Services Rendered

<u>PHASE</u>	<u>TOTAL FEE</u>	<u>% COMPLETE</u>	
Start of Bidding	\$45,000	20%	\$9,000
Less Previous Invoices			<u>\$4,500</u>
Total Due This Invoice			\$4,500

[Handwritten signatures and initials]