

Town of Kingston
Senior Center Building Committee
Meeting Minutes
March 23, 2009

1. The meeting was opened by Chairman Paul Gallagher at 7:00 pm. in Room 201 in Town Hall. All other members were present; namely, Muriel Boyce, Phil Burnham, Jack Burrey, Dave Colter and Ron Gleason.

2. Paul passed out a display/chart so that all members could see just what Catlin has billed us and those things contained in the architectural phases of this project, as well as what we have authorized and what we have paid. Right now, we are holding back 25% of the cost for the NOI process until it is completed.

3. After much discussion on this display, a **Motion** was made by Jack Burrey and **seconded** by Ron Gleason to pay to Catlin Architects \$4,837.50, which is 75% of the Wetlands Replication (Design), and also pay \$82.50 for mileage, for a total payment of \$4,920 and it was **so Voted**. The members also signed a bill of March 16, 2009 where these amounts appear. (**See copy of authorized bill to pay these amounts attached.**)

4. It was mentioned that we should not go through with any more payments nor any further than we have to until the completion of the NOI process. We have paid him, Catlin, up to 40% of construction documents but we still have not received every thing we asked him for; namely, some utilities, such as lighting, AMP Service, engineering drawings and we need an outline of plumbing, wiring, sewer lines, water lines and fire hydrants. Paul will ask if we were any further than 40% of the Design Development. If so we could probably pay him part of the 60% owed.

5. At this point, Paul asked if the committee wanted to have John Catlin visit with us in order to confirm what he thinks has been paid, what we think has been paid and for what Phases and then we can review it all together and pay what is left as due. It was mentioned that we still need more drawings and an outline on specs. We want to see the first one and the last one of the actual specs. We want to see the first and last one for we may need to change some things. We believe that

the sewer line and the water lines are crossing each other. We are comfortable with what we have paid and when we do have a further discussion with him, we can discuss any additional building issues and where we want to go from here and also get more direction.

6. Paul continued by stating that once the NOI is signed/stamped, it is "full speed ahead" and at that time, we are the ones who are in control. Ron Gleason asked would like some clarification of what it is that Catlin himself did in this whole project, for it seems we have worked pretty much with his staff; namely Bob Rego and Bob Clark.

7. It was mentioned that the NOI should be all in order at our next meeting with the Conservation Commission on April 7 at 8:30 together with the Orders of Conditions so we could be going out to Bid before the Fall.

8. A **Motion** was made by Phil Burnham and **seconded** by Muriel Boyce to approve the Minutes of the March 17th meeting and it was **so Voted**, 5- 0- 2.

9. Paul stated that our next meeting will be set shortly and it could be before the Conservation Commission's April 7th Meeting, which we would also attend but an e-mail will be sent out regarding this.

10. There being no other business to come before the meeting, a **Motion** was made by Jack Burrey and **seconded** by Linda Felix to close the meeting, it being 7:45pm. and it was **so Voted**.

Respectfully submitted,



Ruthann Cassidy, Secretary

atts.

	Total Fees	% contract	complete	Total	Auth %	Approved	Bal % due	Incidentals	Amt.	Paid	Total Disbursement
Schematic Design	41496.00	15%	85%-100	35271.47	35271.47	9/10/2008	6224.53	Mileage	61.60	9/16/2008 1/13/2009	35333.37 oldacct 6224.50
Design Development	55328.00	20%	20%-100	11065.6	11065.6	10/29/2007	44264.24	NOI 50%	3250.00	1/27/2009	4937.65 oldacct 9377.95 newacct 1700.00 newacct
			20%-100	11065.6	11065.6	1/8/2009		NOI 25%-100 Mileage	1625.00 75.00	1/13/2009 1/13/2009 1/27/2009	11065.60 newacct
Construction Documents	110656.00	40%									
Bidding & Negotiation	13832.00	5%									
Construction Administration	55328.00	20%									
Total Fees	276640.00	100%					33198.64				

Current Billing

11/24/2008	20% addtl Des Dev @ 60% mileage	11065.60	75.00	11140.60
------------	---------------------------------	----------	-------	-----------------

12/31/2008	50% addtl Des Dev @ 90%	27664.00	6639.00	
	6% Construction Doc		25.00	
	Mileage		109.79	
	Postage		47.72	
	Legal Ad NOI		34485.51	

3/16/2009	30% addtl Des Dev @ 90%	18586.65		
	6% Construction Doc	6639.00		
	25% addtl NOI @ 100%	1625.00		
	75% Wet Replic @ 100%	4837.50		
		31688.15		

NOI		Catlin	ToK
NOI		6,500.00	4875.00
Wet Rep		6,450.00	0.00
NOI	100%		75%
Wet Rep	75%		0%

PROJECT		Catlin	ToK
Sch Des		41,496.00	41,496.00
Des Dev		49,795.00	22,131.12
Cons Doc		6,639.00	0.00
Bid/Neg		0.00	0.00
Cons Adm		0.00	0.00
		97,930.00	63,627.12
			34,302.88
Sch Des		100%	100%
Des dev		90%	40%
Cons Doc		6%	0%
Bid/Neg		0%	0%
Cons Adm		0%	0%

Proof	35,271.47
	6,224.53
	11,065.60
	11,065.60
	63,627.20
	4,875.00
	63,627.12
	68,502.12

Authorized: 23 March 2009

4,920.00 ONLY

**Catlin
Architecture**

March 16, 2009
Catlin Architecture Project # 28005
Invoice # 28005-6

Mr. Paul Gallagher
Chairman, Building Committee
26 Evergreen Street
Kingston, MA 02364

Paul Gallagher
Dan Clutter
Joe Deane
Kendra M. Felt
Marul Boyer
[Signature]

RE: Architectural Services for Kingston Adult Community Center
for Period from December 31, 2008 through March 16, 2009

Phase	Total Fee	% Fee	% Complete	Total
Schematic Design	\$ 41,496	15%	100%	\$41,496
Design Development	\$ 55,328	20%	90%	\$49,795
Construction Documents	\$ 110,656	40%	6%	\$6,639
Bidding & Negotiation	\$ 13,832	5%	0%	\$0
Construction Administration	\$ 55,328	20%	0%	\$0

Total Fee \$ 276,640

Total Fee Billing to Date for Architecture	\$ 97,930.56
Less Previous Amount Billed	\$ (97,930.56)
Current Fee Billing	\$0.00

TOTAL CURRENT FEE DUE \$0.00

NOI	\$ 6,500.00	100% Complete	\$ 6,500.00
Wetlands Replication (Design)	\$ 6,450.00	75% Complete	\$ 4,837.50 <i>OK</i>
Less Previous Amount Billed			\$ (4,875.00)
Current NOI Fee Billing			\$ 6,462.50
Mileage	150 mi	\$0.55	\$ 82.50 <i>OK</i>

TOTAL AMOUNT DUE ~~\$6,545.00~~

✓
\$4,920.00