

Town of Kingston
Senior Center Building Committee
Meeting Minutes
August 12, 2009

1. The meeting was opened at 7:00pm. by Chairman Paul Gallagher in Room 203 in Town Hall. Other members present were Muriel Boyce, Phil Burnham, Dave Colter, Linda Felix and Ron Gleason. Absent was Jack Burrey. Also present were John Catlin and Bob Clarke of Catlin Architecture.

2. Paul opened by stating to John Catlin that he would like him to go over the Specs' individual sheets and explain in some detail that which has been done up to and including today. Further stating that we need to move forward as fast as possible. We want to get to the point of being alerted as soon as you have something of change. We should meet again to move ahead on that "work in progress". Paul further stated that we are only inches away from completion of the Specs' display pages . At this point the discussion continued on each Spec page; namely:

- There are five different drawings - will not be completed until other four are done.
- Catlin said they were 80 to 85% completed.
- Zoning Analysis and Building Inspector need to check on reviewing for safety reasons just how many people will go in and out every door on normal activity days.
- Catlin stated that some of these items were part of the NOI process. Prime Engineering was requested to do their drawings at 100%. But they are only at 90% because of final tweaking.
- Ron Gleason asked if there were dimensions on these drawings. Catlin wasn't sure but they may be on others.
- Ron continued he would like to see specific dimensions now that it is specifically based on this selected Site.

3. Then the discussions continued on the following, mostly between Paul and John Catlin except where noted as follows:

- This is the detail that goes with all of the Site Work:
 - Light Poles, Info for Ramping, Floor Plans and Wall types. Catlin explained there are 5 Sections to the Building. Look for a Section , then go by the the drawing number and then the Sub-Point, the Height. Catlin reviewed the Site Plan overall dimensions and then how it breaks down into smaller sections.
- --- Roof Flow. Concern with and about Sky Lights. Ron Gleason asked if each sky light would cost about \$600? Catlin said \$600 installed.
- Elevation Sheets - who buys them?
- Specifics on Bathrooms - Regular and Handicap.
- Janitor Rooms and others - for Equipment, Fire Extinguishers, Pantry, and other Store Rooms.
- ---Windows ---Types and Details.
- Ron Gleason mentioned that Jack Burrey suggested we do something with the Bookcases and any Benches that they all have covers for storage. Catlin mentioned that the benches in Vestibule right outside the Lobby area would have covers for storage.
- Great Room - high angle ceilings - due to necessary heat and air circulation, and noise reduction.
- Linoleum - best for sound absorption.
- Moveable Partitions make for quiet sound-around.
- Chair Rails - very useful for many reasons.

- Commercial Kitchen - everything is washable.
- When activities are related to watching Movies, TV, etc. the room can be darkened by adjusting the skylights.
- Large Reception Area - will be definitely carpeted for the safety of the Seniors after just coming in from the outside.
- Details of - Game Rooms, Racks for magazines, games, books were also discussed.
- Working Diagram - mention was made that it was not thought that all of the original electrical outlets would be needed and some have already been taken out and others have been relocated. We need decisions on where telephones are to be located in the different rooms. Ron Gleason mentioned that putting in Generators may be an alternate solution. Dave Colter asked how big would the service be and it was thought to be 600 amps.
- Fire Protection Outline - Wet Level and Dry Level.

4. At this point, Paul Gallagher brought forth the subject of receiving a bill for Construction Documents at 40% as of 8-12-09 from Catlin Architecture in the amount of \$37,623.05 which reflects less the previously amounts billed by Catlin and paid by us, and leaving a balance as of September 15 about at the 100% Complete level.

5. Phil Burnham asked John Catlin when he thought we could go out to Bid. John replied that it probably would be around the first of October. Paul stated that he needs to know from Town Counsel specific Conditions that need to be reviewed and Bills that need to be considered tonight. Someone mentioned how long had it been since we had done 'test borings' and it was thought that none had been done since 2004. At this point, Dave Colter questioned the cost of doing more borings, what we paid before and what we might be paying for them now.

6. At this time - 8:01pm., John Catlin and Bob Clarke left the meeting.
7. Paul continued by stating that he was comfortable with the bills to date. A **Motion** was put forth by Paul Gallagher and **seconded** by Phil Burnham to pay the latest bill dated August 4, 2009 and denoted as "Total Current Fee Due" in the amount of \$37, 623.04 as mentioned above in item #4 and was **unanimously so Voted**. **It was mentioned that while we have Voted this Motion, we can change it based on a more thorough review. Just because we are paying this bill does not mean we cannot change the Vote.**
8. Paul Gallagher now brought up the hiring of an OPM (Owner's Project Manager). Ron recused himself from the discussion. Paul went on to say that we are trying to cut corners as we begin to get closer to entering the building process. He said it was felt that we should combine the OPM and the Clerk of the Works positions. We will be setting a meeting for next Wednesday, the 19th of August, to discuss this matter again. And it is thought to have separate applications for each position.
9. At this point of the meeting, 8:20pm, Paul Gallagher had to leave this meeting for another meeting.
10. Ron Gleason then addressed the other Members, stating that he had conversations with Bob Clarke on a number of different matters/issues that our Committee has reviewed with him on the Spec Plans and it has proven helpful.
11. Catlin stated that the Solar Tubes were \$600 each installed and there would be 14 of them. And it was noted further that decisions made at our meetings are critical to the end results.
12. 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 8:45pm, and it was **unanimously so Voted**.

Respectfully submitted,

Ruthann Cassidy
Ruthann Cassidy, Secretary

att.

Authorized: PAY ONLY 37,623.04

Paul Gallagher
David Banks
David Messer
David Cotton
Linda M. Fry
Mural Rupa

Catlin
 Architecture

August 4, 2009
 Catlin Architecture Project # 28005
 Invoice # 28005-9

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

RE: Architectural Services for Kingston Adult Community Center

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%	40%	\$44,262
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	\$ 135,553.60
Less Previous Amount Billed	\$ (97,930.56)
Current Fee Billing	\$37,623.04

TOTAL CURRENT FEE DUE \$37,623.04

NOI	\$ 6,500.00	100%	Complete	\$ 6,500.00
Wetlands Replication (Design)	\$ 6,450.00	100%	Complete	\$ 6,450.00

Less Previous Amount Billed	\$ (12,950.00)
Current NOI Fee Billing	\$ -

TOTAL AMOUNT DUE \$37,623.04

JK