

Meeting Minutes

Senior Center Building Committee

Project: **Ludlow**
 Meeting Date: **December 5, 2018 5:45pm**
 Next Meeting Date: **December 12, 2018 5:00pm**

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Attendees:

- ✓ Fred Lafayette - Chairman
- ✓ Richard Moskal - Vice Chairman
- ✓ Bill Rooney - Selectmen's Rep.
- ✓ Steve Santos
- ✓ Matias Gonsalves
- ✓ Mike Szlosek
- ✓ Jodi Zepke - COA Director
- ✓ Daniel Pallotta - P-Three Inc.
- ✓ Robert Todisco - P-Three Inc.

Selectman Rooney left the Meeting prior to any discussion on the Land Purchase

Location: Current Council of Aging Building

Initial Date	Responsible	Status	Description
9/27/18	P-Three	In Process	P-3 Distributed a Preliminary Budget Template. The Budget will be populated with Town Meeting Budget Presentation. 11/8/18: P-Three Distributed a suggested Budget populated with numbers that match the Appropriation. 12/5/18 - No change to the budget
9/27/18	P-Three	Closed	P-3 Discussed Project in General and what P-3 expected for a Schedule. Goal is to Occupy the Center by Thanksgiving in 2020. P-3 to Distribute a broad outline Schedule at next Meeting 11/8/18: P-3 Updated Project to reflect the actual Architect Procurement. Discussion on Procurement ensued and committee to discuss how many to interview after receipt of qualifications. P-3 will share with the committee the list of design firms who've requested the RFQ. 12/5/2018 - The deadline for RFQs was on 11/28/18. 8 proposals were received
9/27/18	Owner	In Process	Committee expressed concerns with the Land purchase being put forward at the Special Town Meeting slated for October 1, 2018. The Committee wants to make sure the covenants are not too cumbersome for the project. The OPM wants to make sure the mill site has no restrictions on the earthwork material onsite. OPM to work with TA on reviewing Deed. 11/8/18: Chairman Lafayette distributed to the OPM a draft LOI and LOI term sheet. OPM to scan and email Director for committee.

9/27/18	ALL	Closed	<p>Brief discussion on the size of the facility and what facility could be afforded with the Budget of 2.8 Million Dollars. P-3 explained the next step is to hire a Designer and showed a draft RFQ that will be transmitted to the Town Administrator for review and release to Receive Proposals.</p> <p>11/8/18: Town Administrator has approved RFQ for Designers and RFQs are due on the 28th of November.</p>
11/8/18	P-Three	In Process	<p>OPM to receive all environmental information possible in connection with the site selected. OPM will seek the MEPA EIR and any testing associated with that EIR. Committee to review findings and make recommendations to BoS at the next meeting slated for 11/20/18 at 5:45pm.</p> <p>12/5/2018 - P3 reviewed the available environmental documentation and has requested to the Town Administrator that we perform geotechnical borings to investigate the sub soils. P3 will arrange to have the borings completed ASAP.</p>
12/5/18	P-Three	In Process	<p>Designer Proposals: Eight (8) proposals have been received and ranked by the committee. The committee has decided that the highest ranking four (4) firms to be interviewed will be: Dietz & Company Architects, Caolo & Bienik, BH&A, and Catlin & Petrovick. Firms will be invited to present the evening of December 12, 2018. Invitations will be distributed by P3.</p>
12/5/18			<p>Meeting adjourned at 6:55 on a Motion by Mike and Seconded by Jodi VOTED: UNANIMOUSLY Meeting, December 12, 2018 at 5:00pm</p> <p style="text-align: right;">Next</p>