



TOWN OF MENDON

Council on Aging
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Architectural and Engineering Study Committee

Minutes –September 26, 2018 Meeting

Attending:

- Committee members Kevin Rudden, Mark Bucchino, Diana Carter, Earl Pearlman, Amy Wilson Kent and Pat Vandenberg. Sue Carlson and Mike Ammendolia, were delayed.
- Guest: Allan Kent

Not able to take formal votes as notification of meeting time was not sent out on time by Town Clerk. Will ratify decisions at next meeting.

Meeting called to order at 2:58PM.

1. Approve minutes of August 23, 2018 meeting – unable to vote.
2. Finalize RFQ and timeline we got for RFQ as of last Wednesday.

We want to get RFQ out to Designers/Architects on 10/1. Have meeting with Designers/Architects on Monday 10/15 ; If they can't meet then, can meet on 10/16 or 17th by appointment. Need to have submitted their questions by 10/22; Proposals by 11/1.

From 11/1 thru 11/30 to set up interviews with people. Could send suggestions to BOS on 12/3/2018.

Should have a meeting in early November to set up more interview meetings.

Kevin reported that the Town Council made very minor comments/changes – mostly language style – on RFQ. As well as clarification on what was funded – study not building; Mass Law changed to M.S.L.

Kevin will send out completed RFQ (with dates) to designers/architects.

3. Open Discussion.

Kevin reported that he found out that we have to spend 50K state grant by the end of this fiscal year – 6/30/2019. We can pre-buy things with it as we have things to spend it on. We spend, they reimburse. We can do soil testing, about \$4K; can also use \$8K to reimburse Community Preservation to get another acre – have 2 acres for us, not infringing on what affordable housing coordinator is planning on doing; Kevin to check with various Town Boards to make sure this is possible. Going to invite Bill McHenry of affordable housing (moderate income \$62K) to next meeting to discuss what we'd like to do about the land. Kevin passed out site maps so we could see where everything was laid out. We could share some of the cost of their (Affordable Housing) well– paid by state money – to help with our possible well problems. Perk test was done by Bill McHenry.

Could buy \$10K of fitness equipment or buy tables and chairs – Amy's preference.

The pink dotted line on the map defines animal (wildlife) - Turkey & grouse habitat.

Expanded Senior Center should be Emergency Shelter for 50, not 30.

Consensus to put a place-holder on agenda for next Town Meeting to compensate the CPS for 1 or 2 additional acres.

We need to find an OPM – Owners Project Manager. This is the day-to-day clerk of the works to brow-beat people to do/deliver what they promised. Need a trained engineer who knows the building. Need flat-fee, not per hour contract.

Have at least 4 designers/architects to send out to. May get more from on-line sites Kevin will send RFQ to.

4. Set time and date for next meeting:

Monday October 22, 2018 3PM. Make questions from Designers/Architects due no later than Noon on the 22nd. Need to schedule another meeting in early November. **Due to problems with various schedules Next Meeting not happening until Tuesday, November 13, 2018 at 3pm.**

Meeting Adjourned at 4:20PM.

Approved: 11/13/18