

Southampton Senior Center Building Committee Meeting No. 21

On December 12, 2024, Meeting No. 21 of the Southampton Senior Center Building Committee was held in the second floor meeting room in the Southampton Town Hall. The meeting was called to order by Janet Cain at 12:32 pm. The following people attended the meeting.

MEMBERS

Ted Palmer, COA Chair
J. Cain, Co-Chair
Dennis Vogel, Co-Chair
Jerry Hillman

Libby Baldwin
Chris Fowles, Select Board Rep.
Kate DiSanto, COA Director

The following is a summary of the discussions held at the meeting.

1. Open Time for Public

- a. No activity.

2. Approval of Minutes

- a. Minutes from Meeting #20 were approved with all members voting in favor.

3. Additional Member Recruitment

- a. The Senior Center Building Committee is still recruiting for one additional member.

4. Update on Land Use Planner & Contract

- a. Pioneer Valley Planning Commission & Landscape Architecture firm Dodson & Flinker have been hired by the Town to perform the land use planning study for the College Highway parcel. The contract has been signed, and the Town will meet with PVPC & the consultant to determine next steps. A kickoff meeting will then be held, hopefully before the end of the year.

5. Special Town Meeting and OPM Updates

- a. A special Town Meeting will be held in February 2025 to request funding for an Owner's Project Manager (OPM) for both the senior center and public safety complex projects. The recommendation from the Senior Center Building Committee is that one OPM firm be hired to provide services for both projects. The Public Safety Committee will meet next week and will discuss this concept.
- b. A discussion was held regarding how payments will be made to the OPM.
- c. The Senior Center Building Committee discussed hiring the OPM for both the design & construction phases of both projects.
- d. A discussion was held regarding how the Request for Qualifications (RFQ) for the OPM should be structured – should it be qualifications based or based on lowest fee? No decision was made at the meeting.

- e. Similar to the informational mailer sent by the Public Safety Committee about that project, the Senior Center Building Committee discussed developing a mailer to send to Town residents that would provide an update about the project. The Town clerk will mail out information about the census in January and can include a one-page mailer about the senior center in that mailing. This one-page mailer needs to be submitted to the Town clerk by the end of December/early January. One side of the mailer will include information about senior services, the other side will include information about the senior center building project. A sub-committee including J. Cain, D. Vogel, K. DiSanto, and L. Baldwin was formed to develop a draft of the mailer for the committee to review and finalize.

6. Update on Available Funds

- a. The Town Treasurer (Jennifer Day) provided an update on the funds that are in the Parsons Estate that are earmarked for the new Senior Center and that have been invested since being received in December 2023. J. Cain, C. Fowles, and S. Szczebak met with the Town Treasurer to discuss options for rolling over and growing these funds. As a result, the Treasurer has moved \$505,840.39 out of the MMDT investment account and added it to the funds that had been in the Bartholomew account. The new total of \$2,199,797.74 was then invested in a 12-month CD at ESB at a rate 4.55%. There is also \$300,000 remaining in the MMDT investment account could be used for future short-term needs.

7. Fee for Architectural Design Services

- a. A discussion was held regarding whether or not to pay for architectural services from the estate funds, or to request funds for these services at Town Meeting. Members agreed that the Town should request funding for architectural services for the senior center at town meeting. In that situation, the funds could be saved for construction, and the estate funds could continue to grow until the construction begins. If approved by both committees, a request would be made for funding for one OPM to be hired for both the senior center and the public safety complex, and one architectural design firm to be hired for the final design of the senior center building.
- b. D. Vogel noted that the process of hiring one OPM and two architects might be confusing for some voters, especially since funds are available now for the design. The Committee agreed that we need to be ready with answers to these questions at the Town meeting.
- c. J. Hillman noted concern about moving forward with the design now but possibly holding off on the construction for a long time.
- d. A discussion was held regarding the timing of both the senior center and public safety complex projects, and which one would move forward first.
- e. L. Baldwin reviewed the potential OPM and design fees for the senior center that were included in the feasibility study. Using updated construction costs, the design fee and OPM fees for both design and construction phase services could be approximately \$3.7 million based on information in the feasibility study. This is a very rough number and needs to be verified. L. Baldwin noted that she did not know how these fees would be broken down (i.e., how much for the design fee, how much for the designer's fee during construction, how much for the OPM, etc.). This breakdown needs to be determined before the Town meeting request for funding can be made.

- f. J. Cain will ask Abacus how much a typical design and OPM fee of this magnitude project would be. C. Fowles will also pose this same question to the public safety complex architect.

8. Update on Public Safety Complex

- a. The designer for the public safety complex project is working on reducing the footprint of the building, but this preliminary design may change once the land use planner has developed concepts for the site and potential location of the public safety complex. This committee will need to hold meetings with the land use planner to continue to move that project forward.
- b. The next meeting of the Public Safety Committee will be on Monday, January 16, 2024.

9. Miscellaneous

- a. K. DiSanto will visit other senior centers in Hadley and South Hadley.

10. Next Meeting

- a. The next Senior Center Building Committee meeting will be held in person at Town Hall on January 2, 2025 at 12:30 pm.

The meeting was adjourned at 1:33 pm.

Submitted by Libby Baldwin, Clerk, Southampton Senior Center Building Committee