

Minutes

Marshfield Council on Aging

Senior Center Expansion Building Committee (BC)

Thursday, September 23, 2021, 8:30 AM @ Senior Center

ATTENDANCE: Carol Hamilton, COA Director; Bill Scott, Co-Chair; Sheila Gagnon, Co-Chair; Mike Maresco, Town Administrator; Patrick Dello Russo, Town Treasurer; Peg Davis, Capital Project Building Committee Liaison and Matt Currie, BC At-large member.

GUESTS ATTENDING: Members of the COA Capital Campaign Committee (CCC) including Barry Cornwall, Beth Cook, Wally Coyle, Rick Dowd, Suzanne Almendinger, Peg Davis, Adrienne Michaud, and Eileen Shacochis.

PURPOSE OF MEETING: The Capital Campaign Committee (CCC) had asked for a meeting with the Building Committee to discuss the status of the expansion building contract, the project budget, and the ability of the forecasted surplus funding to be used for building furnishings. The CCC needs to know: what Furniture, Fixtures, and Equipment (FF&E) the new expanded senior center will need, which of those are already in the contract, and finally, which of those will be beyond the scope of construction funds, and will need to be funded by the capital campaign.

CALL TO ORDER: Bill Scott recognized that the Building Committee had a quorum in attendance and called the meeting to order at approx. 8:55 AM.

Michael Maresco, Town Administrator and Building Committee member presented an overview of the project and the budget. Mr. Maresco explained the role of the COA Boosters/CCC and what will need to be fundraised, and where project funds cannot be used such as art work and custom draperies.

The Senior Center expansion project was funded at approximately \$8M. The timing of the bidding was perfect, we received a competitive bid and a good general contractor and subcontractors. The economics were so good that we have been able to approve some additional improvements out of the capital funding. (Examples: new roofing and new exterior painting for entire building, repaving rather than patching of driveway and parking areas, replacement of existing carpets and painting in hallways and common areas to match the new building.) Capital funding is very different than operational funding and has very strict requirements. You have to limit them to basically what the town meeting warrant says the money can be spent on. Other carpeting and painting in interior rooms and spaces in the original building are also needed but will to be funded outside of this project.

Michael Maresco and Patrick Dello Russo and a Building Committee member explained that the project will most likely have a surplus and will be turned back to the administration as contingency. It can be used for other building capital needs that arise (school windows and caulking as examples). The Selectmen control contingency funding for allocation to the Senior Center or other like town capital projects.

FF&E ALLOWANCE: What's in the construction contract and what's not? There is \$150,000 currently in the line item for the basic furniture such as tables, chairs, desks, benches, couches, exercise equipment and audio visual equipment. We need to pin down the list of basic furniture and what it will cost in order to determine if the town line item needs to be amended and what the Boosters and or the Capital Campaign need to provide to supplement that budget.

The Boosters asked to meet with project designers to better understand what's on the FF&E list, what kind of furniture is allowed, and what items are considered to be luxury items. That meeting will be arranged to help facilitate

the fundraising agenda. It was explained that approved FF&E furniture, although basic, will be selected for quality and durability, much as were the choices for the original building 19 years ago, most of which is still in use

ADJOURNMENT: Bill Scott thanked all of the members of the Capital Campaign Committee, the Boosters, and the Building Committee for attending today's meeting and declared it adjourned at 9:44 AM.

Respectfully Submitted,

Matt Currie, Recording Secretary and Carol Hamilton, COA Director