

Andover Youth Center Building Committee (AYCBC)

MINUTES

Design Subcommittee - December 20, 2012

Call to Order: The meeting was called to order at 8:15 AM in the School Committee's Conference Room, 2nd Floor, School Administration Bldg.

Present: AYBC members Nancy Jeton (chair), Bill Perkins, Lewis Trumbore, Chris Huntress; liaisons Diane Costagliola, Bill Fahey, Andrea Zaines; Town Manager Buzz Stapczynski; Plant and Facilities staff member Ed Ataide; School building committee member Tom Deso; Chris Rotti from architecture firm BH+A; AYF members Kyle Lightner & Brian Lynch.

Reference Documents:

- Floor plan
- Interior Renderings
- Kitchen equipment specifications

UPDATE ON DESIGN: Chris Rotti of BH+A began with an outline of what was going to be reviewed with hopes of getting direction of where to proceed with regards to design. Discussion progressed to gym size and the difference between a 10,000 sq ft and 8,600 sq ft building. Bill F indicated that gym size is important as it is connected to revenue and use by multiple groups; consequently it is connected to fundraising. Nancy J remarked that there are several cascading issues that are interrelated and that cost differentials and options would be discussed further at the full meeting on 1/3.

Chris R continued with interior renderings depicting a larger lobby area providing a more open and continuous space. The student "lounge" area was also shifted to the front of the lobby. Bill F asked about occupancy of the multipurpose space and Chris approximated 500 given the size of doors and exits. Discussion progressed to the options of a portable or fixed stage in the multipurpose room. Issues of storage, safety rails, and accessibility were explored and it was decided to move forward with the incorporation of portable staging in the multipurpose room.

Conversation moved to kitchen design. The 500 sq ft area was similar to the kitchen in the Marshfield Boys and Girls Club previously visited by members of the building committee. Based upon the program needs, the teaching kitchen would be required to have full accessibility. Bill F will take the lead and involve the Health Dept to ensure compliance. Pictures of Marshfield B&G Club kitchen were reviewed and corresponding concerns about the design were talked about.

Chris R presented exterior renderings and a sample piece of the prefabricated wall. Potential finishes, colors, and options of siding alignment were discussed. Nancy J commented that the design looked industrial which might cause a negative reaction from neighbors. She asked about potential options to change design elements and soften appearance. The option of siding the building with Hardiplank was ruled out due to the additional expense. Committee members asked the design team to come back with alternatives that included exterior details and/or building materials in keeping with neighboring buildings.

SPECIAL TOWN MEETING: Based upon a conversation with Town Counsel, Nancy stated that the project would have to return to Town meeting for two reasons: (1) need to shift the location of land to be transferred from the school committee to the town, in order to keep the youth center out of the wetland buffer zone; (2) the possibility of phasing the project would change the square footage described in the December 2011 Town Meeting warrant article approving \$2M of town funding. Bond Counsel has ruled that because the town funds will come from borrowed sources, the description of the project must align. Nancy noted that she would be meeting with the Town Manager and Town Counsel on 1/2/13 and would report back to the committee the following day. Nancy also asked that an emissary from the AYCBC be sent to the Selectmen's meeting on 1/7/13 where the upcoming Special Town Meeting would be discussed.

NEXT MEETING DATES AND TIMES:

- AYCBC: Thursday, 1/3/13 at 7:00am.

ADJOURNMENT: The meeting adjourned at 9:35am.

Andover Youth Center Building Committee (AYCBC)

MINUTES

December 6, 2012

Call to Order: The meeting was called to order at 7:07 AM in the Selectman's Conference Room, Third Floor, Municipal Office Building, Bartlet Street.

Present: AYBC members Nancy Jeton (chair), David Giangrande, Bill Perkins, Joe Spanos, Lewis Trumbore, Chris Huntress; liaisons Diane Costagliola, Bill Fahey, Andrea Zaines; Town Manager Buzz Stapczynski; Plant and Facilities interim director Maria Maggio and staff members Ed Ataide, Igor Raniuk; School building committee member Tom Deso; Joel Bargmann and Chris Rotti from architecture firm BH+A; Paul Fortier from the Finance Committee, AYF member Kyle Lightner, and audience member, David Tanklefsky.

Reference Documents:

- Minutes from Aug 2nd & Nov 3rd

Nancy Jeton began meeting of the AYCBC by asking members to review minutes from previous meetings. Chris H motioned to approve 8/2/12 minutes, Joe S seconded and **approval was unanimous**. Bill P motioned to approve 11/3/12 minutes, Chris H seconded, and **approval was unanimous**.

CURRENT STATE OF DESIGN: Principal architect Joel Bargmann of BH+A walked through the current state of the YC design beginning with the site plan. He proceeded to the building design which highlighted the multipurpose room and gym in two colored sections indicating that these areas could be pre-engineered buildings. Chris Rotti of BH+A continued with interior renditions of how the pre-engineered areas could be designed with less warehouse feel and more dynamic features to make it a youth center. The multipurpose space showed a suspended plywood ceiling with a lighting grid for theater needs. In trying to create the most flexible space possible, options of a portable stage and fixed stage were discussed. Chris continued with renderings of the cardio room, lobby, and exterior.

Bill P posed several questions beginning with two way access to the site from Bartlet (which is currently one way). Ed stated that the master site plan that was approved by fire and police shows a separate bus lane and that traffic flow can be something discussed down the road. Chris Huntress offered to sketch up alternatives for vehicular and pedestrian access throughout the site, for consideration.

Bill P's next question was if phased construction were to happen what would the exterior wall look like. Joel B said a temporary wall would be in place where the gym would be in the future. Bill also asked about potential storage underneath of the platform in the multipurpose room. (Ruled out because it would have to have sprinklers per code.) The grade differential at the rear of the building was discussed, with consideration given to re-grading, and the possibility of a balcony. The feasibility of an outside access bathroom was briefly discussed. Chris H brought up foyer design and it was agreed that the design team would look or options to create the maximum open space and flow. Joel B said that he would have schematics and pricing for next meeting. Diane C asked if the Butler building design would reduce the project cost. Joel responded that he hoped it would and promised revised estimates at the next meeting.

Ed Ataide agreed to develop a revised Gantt chart for the next meeting to illustrate the steps toward keeping the project on schedule for June groundbreaking.

OUTREACH UPDATE: Bill P asked to get a copy of the site plan to move forward with his one-on-one meetings, Lew said he planned on meeting an abutter one-on-one, and both Nancy and Bill P will work on neighbor outreach.

TOWN MEETING LANGUAGE UPDATE: Maria, the Town Manager and Town Counsel are in conversation about whether or not the project's enabling language from Town Meeting requires revision, due to the shift of the building and the possible sequencing of the project. Nancy and Maria agreed to pursue closure on this issue.

FUNDRAISING UPDATE: Diane C announced that the AYF has received donations from Pentucket Medical and Reading Bank. The Tree Lot fundraiser is currently under way and the Telethon is coming March 14 & 15. Nancy mentioned that end of year giving options can be pursued. Diane also indicated that she met with Senator Barry Finegold about funding sources. Bill F mentioned that he had been to several meeting including the Rotary Club updating people about the project.

DESIGN SUBCOMMITTEE: A design committee emerged from the meeting to work on building design in between full meetings. Bill P, Chris H, David G, Bill F, and Nancy J volunteered. Upon Bill F's request, the group tentatively planned a field trip to visit BH+A's project in Marshfield.

INVOICES: Chris H. moved approval to pay an invoice for \$3,555 for schematic design work completed. David G seconded. **The AYCBC voted unanimously in favor of approving payment.**

NEXT MEETING DATES AND TIMES (Municipal Office Building):

- Design Subcommittee: Thursday, 12/20/12 at 8:00am.
- AYCBC: Thursday, 1/3/13 at 7:00am.

ADJOURNMENT: The meeting adjourned at 8:15am.

Andover Youth Center Building Committee (AYCBC)

MINUTES

November 8, 2012

Call to Order: The meeting was called to order at 7:08 AM in the Selectman's Conference Room, Third Floor, Municipal Office Building.

Present: AYBC members David Giangrande, Nancy Jeton (chair), Bill Perkins, Joe Spanos, Lewis Trumbore, Chris Huntress; liaisons Diane Costagliola, Bill Fahey, Andrea Zaines; Town Manager Buzz Stapczynski; Plant and Facilities interim director Maria Maggio and staff members Ed Ataide, Ihor Raniuk; DMS principal Robin Wilson; School building committee member Tom Deso; Joel Bargmann and Chris Rotti from architecture firm BH+A; AYF members Patrice Minton and Kyle Lightner.

Early departures: Buzz Stapczynski and Robin Wilson left at 7:40am.

Reference Documents:

- Enclosure 1 – Comments on Construction Cost Estimate dated 10/17/11
- Enclosure 2 – Site Plan Diagram
- Enclosure 3 – Andover YC - Option 4 – One Floor layout
- Enclosure 4 - Andover YC - Option 1 – 2 pages (1st and 2nd floor layout)
- Enclosure 5 - Andover YC - Option 2 – 2 pages (1st and 2nd floor layout)
- Enclosure 6 - Andover YC - Option 3 – One Floor layout

Nancy Jeton began meeting of the AYCBC by summarizing the goal of the day's meeting - to hear from the architect on the four design options and provide direction for final design.

SITE PLAN DISCUSSION: Principal architect Joel Bargmann of BH+A began his presentation with a statement saying that the project is in the "validation phase" setting a point that is fixed from which the project can move forward. Joel proceeded to go over the revised estimate (Enclosure 1) whose changes reflected: (1) public building costs; (2) the existing bidding climate; and (3) adjustments related to the adopted stretch code. The net result was roughly a \$1.25 million increase from previous estimates.

Joel presented site plan diagram (Enclosure 2) and explained that the building footprint would have to be moved due to the 50' no-build set back from existing wetlands. Although the set back would require an adjustment to the parking plan, the project will still result in a net increase in the number of parking spaces in the area. Given time constraints of the board members, Joel proceeded to present Option 4 as it was the most attractive choice for the program as reviewed by Bill Fahey and AYS staff. Option 4 is a 23,720 sq foot, one level building that keeps the same program spaces but moves the multipurpose room adjacent to the gym for a combined lobby area which would encourage efficiency of movement and option of functions. The gym and multipurpose room could be pre-engineered Butler buildings. Advantages of this design are: (1) a building easier to manage and supervise; (2) savings of \$750K associated with removal of 2 staircases & elevator. Disadvantages of this design were: (1) more roof and foundation to build; (2) difficulty of siting on this constrained parcel. The other 3 buildings options were briefly summarized but not discussed.

WHAT BUILDING CAN AYF AFFORD: Nancy Jeton asked the group to consider the alternatives in the context of available funding. Diane Costagliola offered an update on AYF fundraising, which is still in process, with many donors being cultivated. Fundraisers are in the works but the foundation is currently unable to guarantee a final fundraising result. The committee agreed that the town's financial contribution was firm; no further funding requests will be made to Town Meeting. The group agreed to proceed with plans for a project of \$4.2 million, since that is that known amount of funding at hand. (Note that an additional \$400K has already assigned to design fees.) Joel indicated that the construction estimate for Option 4 (Butler building gym and multi-purpose room attached to wood frame building) was \$4.2 million. The addition of the 10% contingency, design and permitting fees and other expenses would bring the project total to \$5 million.

Discussion continued on what direction to give the architect given that currently available funding and the cost of the building were \$1.1 million apart. The gym became a major focus. Two decisions were made: (1) the size of the gym is not to be reduced; (2) the design should incorporate a two stage construction option for the gym, in the event fundraising falls short, resulting in an open-air basketball court for phase I and an enclosed gym as phase II after adequate funding is procured. The designer was also asked to pursue further value engineering to identify cost savings.

The timeline (last date to lock design) was determined to be late December in order to get bids out in February. Impending site work to the Doherty area would not be affected as long as June groundbreaking was still scheduled. Phasing the construction was brought up as an additional way to begin construction on time and give an option for making the building fit the budget.

BUILDING FOOTPRINT: The designers recommended examining options that would move the building footprint further from the wetlands setback. Such a move might require Town Mtg approval if additional land would be required beyond that approved at Town Meeting. The committee agreed that it was reasonable to go back to Town Meeting to seek this amendment if the final design resulted in a need for this shift in footprint. The issue of parking was brought up and Ed cited that the new design of the area increases the number of spaces from 296 to more than 340. **Joe Spanos made a motion to vote on moving forward with Option 4 (and potentially phasing construction of the gym), Chris Huntress seconded. The AYCBC voted unanimously in favor.**

OUTREACH: Nancy asked the Committee for volunteers to help with outreach as the project moves forward. Nancy offered to meet with the Council on Aging, Diane C volunteered to meet with School Committee, and Bill Perkins will meet with the neighbors.

INVOICES: Ed presented several invoices to be paid for work completed.

- 20% fee for schematic design _____ \$6,960.00
- Additional Services : Geotechnical _____ \$7,425.00
- Total for approved invoice from BH&A__ \$14,385.00

Joe Spanos made a motion to approve payment. Bill Perkins seconded. **The AYCBC voted unanimously in favor of approving payment.**

NEXT MEETING DATES AND TIMES:

- AYCBC: Thursday, December 6 at 7:00am.

OTHER: Introduced Glenn Wilson as new minutes recorder and Kyle Lightner as an AYF Community Relations Coordinator.

ADJOURNMENT: The meeting adjourned at 8:30am.

ANDOVER YOUTH CENTER BUILDING COMMITTEE

MINUTES

August 2, 2012

Call to order: The meeting was called to order at 6:00 pm in the second floor conference room of the Municipal Office Building, Bartlet Street.

Attendance: AYCBC Chair Nancy Jeton and members David Gorman, Chris Huntress, Bill Perkins, Joe Spanos; also present: Bill Fahey, Youth Services Director; Diane Costagliola, Liaison to the Andover Youth Foundation; Ed Ataide, Plant and Facilities.

Absent: Lewis Trumbore, David Giangrande

Proceedings: Nancy Jeton opened the meeting, which had been called to give the committee an update on the status of designer contract negotiations and to seek a committee vote to authorize the signing of a contract for design services.

Ed Ataide represented the Plant & Facilities staff. He announced that he and Maria Maggio had successfully completed negotiations for a design contract with BH&A with terms in accordance with the RFP and within the project budget. Of note, two elements are to be added, beyond what was described in the RFP - geotechnical investigation and agreement to hire Parr Engineering (the firm already working with the town on the Doherty site improvement project) as a subcontractor. The final negotiated price of the contract is \$321,000.

VOTE: Joe Spanos offered the following motion:

To enter into a contractual agreement with BH&A for design services on the terms agreed upon between that firm and the Town of Andover Plant & Facilities staff.

David Gorman seconded and those AYCB members present voted unanimous approval.

VOTE: Members present voted to approve the minutes of four meetings: April 3, April 12, June 14, and July 23, 2012.

Next Meeting: Members agreed to meet at the end of September to review and validate the schematic design.

Adjournment: The meeting adjourned at 6:25 pm.

ANDOVER YOUTH CENTER BUILDING COMMITTEE

MINUTES July 23, 2012

Call to Order: The meeting was called to order at 6:00 PM on 07/23/2012 in the second floor conference room, Municipal Office Building, Bartlet Street.

Present were chair, Nancy Jeton, and members David Gorman, Chris Huntress, Bill Perkins, Lewis Trumbore, David Giangrande, Joe Spanos (AYCBC); also present was Bill Fahey, Youth Services; Diane Costagliola, Liaison-AYF; Edwin Ataide, Plant& Facilities; Maria Maggio, Plant & Facilities; Tom Urbelis, Town Counsel.

Absent - none

Designer Service Selection Discussion:

Nancy Jeton opened the meeting, which had been called to give the committee an update on contract negotiations with Rob Bram hall/CBT and to determine next steps. She asked Maria Maggio to report on the status of the negotiations.

Ms. Maggio noted that there had been several meetings and conversations involving the Plant and Facilities staff, the design firm, the town manager and Town Counsel. She described several issues:

TIMING: While the project timeline projected a June 29 contract signing, the RB/CBT team did not submit its proposal until July 3rd. Town officials requested revisions, resulting in a second proposal on July 5. The terms of that proposal continued to be debated for two weeks. (see below)

PROJECT SCOPE: The design team indicated during these negotiations a difference of opinion with the scope of the project and the project budget.

CONTRACT TERMS: The project's RFP clearly stated that the contract language contained therein was the document that the town intended to use for this project's designer services and the same expectation was stated again at the pre-bid meeting (attended by representatives of RE/CBT) the design team stated an unwillingness to use that document, citing a preference for the AIA terms instead. Negotiations on this point were prolonged and involved both the Town Manager's and Town Counsel's time (and fee).

PRICE: The fees quoted in the RB/CBT proposal were higher than expected for a project of this size, with significant work already accomplished in the determination of program and space requirements.

Town Counsel, Tom Urbelis, corroborated Ms. Maggio's account and took questions from the committee.

Ms. Maggio made a recommendation that the committee take a vote to terminate negotiations with BR/CBT and open negotiations with BH&A, the second ranked firm.

Committee members expressed their appreciation to town officials for their efforts in negotiating in the best interests of the town and the AYC project. Chris Huntress moved, and Bill Perkins seconded, a motion to support the staff of Plant and Facilities to end negotiations with the first ranked design firm (RB/CBT) and to open negotiations with the second ranked firm (BH&A) and that if those negotiations were unsuccessful, to move on to negotiate with the third ranked firm, Joseph LaGrasse and Associates. The motion was unanimously approved by the committee.

Next Meeting Dates & Times: TBD – upon completion of successful negotiations with a design firm.

Adjournment: The meeting adjourned at 06.20 PM.

Andover Youth Center Building Committee (AYCBC) Meeting No 5, 06/14/2012

Call to Order: The meeting was called to order at 5:40 PM on 06/14/2012 at the Selectmen's Conference Room, Town Offices

Present were chair, Nancy Jeton, and AYCBC committee members Chris Huntress, David Gorman, Bill Perkins, Lewis Trumbore, David Giangrande, Joe Spanos. Also present: Buzz Stapczynski, Town Manager; Bill Fahey, Director of Youth Services; Diane Costagliola and Andrea Zaines, AYF Liaisons; Maria Maggio, Plant & Facilities; Edwin Ataide, Plant& Facilities.

Absent - none

Designer Service Selection:

Chris Huntress, acting as chair of the Designer Selection Committee, opened the meeting, describing the format for the evening: presentations from three design firms and a final discussion/vote to rank-order these consultants.

Presentations were made by three firms:

- Joseph La Grasse Associates, in association with Kathy Kang
- BH& A
- Rob Bramhall/CBT

After a 90 minute discussion, Bill Perkins made a motion to rank the design firms: Bramhall/CBT #1; BH&A #2; LaGrasse #3. The motion was seconded by Chris Huntress and unanimously approved by the members of the Design Selection Committee.

Nancy Jeton made a motion that the AYCBC as a whole ratify the ranking decision of the Designer Selection Subcommittee. Chris Huntress seconded the motion, which was unanimously approved.

The meeting was adjourned at 11:15 p.m.

Andover Youth Center Building Committee (AYCBC)

MINUTES

April 12, 2012

Call to Order: The meeting was called to order at 6:10 PM in the Selectmen's Conference Room, Third Floor, Town Office. Present in person were chair, Nancy Jeton, and members Joe Spanos and David Gorman. Lewis Trumbore attended remotely, by telephone. Because the building elevator was not operational, a motion was made, seconded and approved to relocate the meeting to the Community Development Conference Room on the ground floor. The meeting reconvened there at 6:15 PM.

Present: AYBC members David Giangrande, David Gorman, Nancy Jeton (chair), Bill Perkins, Joe Spanos, Lewis Trumbore; liaisons Diane Costagliola, Bill Fahey, Andrea Zaines; Town Manager Buzz Stapczynski; Plant and Facilities interim director and staff members Maria Maggio, Ed Ataide, Igor Raniuk; Doherty School Principal Robin Wilson; School Building Committee member Tom Deso

Absent: Chris Huntress (member AYCBC)

Partially Absent: Bill Perkins arrived at 7 P.M., Buzz Stapczynski and Robin Wilson left at 6:40 P.M., and Tom Deso left at 6:50 P.M.

Reference Documents:

Enclosure 1 – Project Design and Budget Validation-

Enclosure 2 – Request For Proposals- Design & Construction Administration Services for Andover Youth Center, RFP Number: 009/04-12/185; version #12

Nancy Jeton kicked off the third meeting of the AYCBC by acknowledging all the fine work done by Chris Huntress and the Andover Youth Center Build Subcommittee (AYCBS) that contributed to the development of the RFP.

INCORPORATING TOWN RESOURCES INTO THE PROJECT SCOPE: Town Manager, Buzz Stapczynski, clarified that, within the context of "common sense," municipal resources beyond the \$2M contribution approved by town meeting vote could be applied to this project. Examples given were the previously discussed generator and capital improvements in alignment with those scheduled for Doherty parking/driveways in coordination with other town projects. Availability and appropriateness will be discussed on a case-by-case basis by Maria Maggio and approved by Buzz Stapczynski.

CONFLICT OF INTEREST DISCLOSURES: It was noted that Bill Perkins was the first to submit a Conflict of Interest letter to the Town Manager. Committee members were encouraged to review the list of design firms who submit proposals to determine whether or not they need to disclose a relationship via a conflict of interest filing. Committee members will also review the list of construction firms in that phase of the project, and file accordingly.

OUTREACH PROCESS: The committee reviewed the scope of outreach during the development of the concept plan (Enclosure 1-) There was agreement that when the projects is at the 25% design phase, the public and interested parties will be invited to an open meeting to review the plans and comment. AYCBC members were asked to continue to help identify people/organizations (users) to be included in this outreach process. It was noted that public comment will be taken into consideration within the parameters of the project scope and funding realities. account for the funding realities and project scope as the bulk of the funding is from the Andover Youth Foundation.

MINUTES: Of the first two committee meetings were approved, as amended.

1. AYCBC Meeting minutes for 03/08/12 was initially motioned & approved by Lewis Trumbore and seconded by David Gorman.
2. ACYBC Meeting minutes for 04/03/12 was initially motioned & approved by David Gorman and seconded by Lewis Trumbore.

Request For Proposals: Maria Maggio distributed version #12 of the RFP, which was further updated beyond the version most recently emailed to the committee. Changes as a result of review by Town Counsel and Purchasing Agent are as follows:

1. p. 7 Schedule of Tasks:

WAS: Task--Target Date

- RFP issued - April 18, 2012
- Pre-Proposal Meeting with P & F - May 3, 2012 at 1.00 PM
- Last day for questions to Purchasing Agent - May 8, 2012
- RFP responses due - May 17, 2012 at 2.00 PM
- Notify top (3) finalists – May 25, 2012
- Finalist interviews with AYCBC – May31, 2012
- Award Design Contract - June 15, 2012

IS: Task--Target Date

- RFP issued - April 25, 2012
- Pre-Proposal Meeting with P & F - May 03, 2012 at 1.00 P.M.
- Last day for questions to Purchasing Agent - May 15, 2012
- RFP responses due - May 24, 2012 at 2.00 P.M.
- Notify top (3) finalists - June 01, 2012
- Finalist interviews with AYCBC - June 14, 2012
- Award Design Contract - June 29, 2012

2. pp. 16-17 for consistency purposes, criteria was revised to align with town standards, does not change content or intent.
3. p. 39 Maria revised scope of services.
4. p. 42 Inserted language about coordinating with Owner's Project Manager (OPM).

The AYCBC voted unanimously approved the RFP as amended.

It was noted after receiving and reviewing all the proposals presented to the town, the goal will be to select three firms for consideration. The RFP also has a built in flexibility for the architect to make changes as the concept is fully defined. The AYCSC will be responsible for picking the finalist.

Actions to be completed:

- AYCBC members were asked to continue to help identify people/organizations (users) toward whom the AYCBC should be investing outreach energies before the preliminary concept is complete by the architect.
- **PRESS RELEASE:** David Giangrande and Bill Fahey agreed to generate a press release in order to get the AYC project local visibility.
- **AYC PROJECT TIME LINE:** Edwin Ataide was asked to update AYC project timeline, based on new dates established by RFP, Revision 13.
- **NOTIFICATION OF SUBMISSIONS:** Maria Maggio's office will send the AYCBC a list of firms who submit proposals.
- **DESIGNER SELECTION SUBCOMMITTEE:** Will review the submissions beginning May 24. Will meet on Thursday, May 31 from 5:30 - 8:30 pm, location to be determined, to discuss and decide on 3 finalists.
- **COMMITTEE MEMBER REVIEW OF THE PROPOSALS:** All members are welcome to review the submissions. Please contact Maria Maggio's office in advance to make arrangements for time and place.
- **PROJECT SIGN:** Bill Fahey asked for a sign to be placed on the location to bring public attention to the project. The committee noted its support. Nancy Jeton asked that the AYC reach out to the Inspector of Buildings and the zoning staff to review dimensional parameters.

Next Meeting Dates & Times:

Designer Selection Subcommittee: Thursday, May 31 from 5:30 – 8:30 pm

AYCBC: Thursday, June 14 from 5:30 to 11:00 pm

- Presentations from the three designer finalists
- Deliberation to rank the finalists, make recommendations to the subcommittee, which is empowered to make the final ranking selection

Adjournment: The meeting adjourned at 7.20 PM.

Andover Youth Center Building Committee

MINUTES April 3, 2012

Attendance: AYCBC members David Giangrande, David Gorman, Chris Huntress, Nancy Jeton, Bill Perkins, Joe Spanos, Lewis Trumbore; liaisons Diane Costagliola, Bill Fahey, Brian Major, Andrea Zaines; Town Manager Buzz Stapczynski; Plant and Facilities interim director and staff members Maria Maggio, Ed Ataide, Igor Raniuk; Doherty School Principal Robin Wilson

The meeting was called to order at 7:05 a.m.

Historical Perspective of Youth Center Design Concept

Bill Fahey offered a retrospective of the previous efforts to develop plans for an Andover youth center since 1996. The significant input gained from reaching out to local sports leagues and municipal senior and community services departments and from evaluating other youth centers informed the development of the concept plan for the current project. Further discussion on this topic was tabled to later in the meeting to allow for technical assistance with the projector. Mr. Fahey departed for another meeting. Mr. Giangrande arrived.

Request for Proposals for Designer Services

Chris Huntress, chair of the Designer Selection Subcommittee reported that the group had met three times to develop the draft RFP which had been circulated to the AYCBC membership via email on March 29. Guided by the requirements of MGL Chapter 149, the document is currently under review by the town's counsel and purchasing agent.

Maria Maggio provided details on an updated schedule: RFP issuance on April 18; responses due on May 17; subcommittee review to culminate in presentations by finalist firms on May 31 with a vote to rank-order that evening; contract award by June 15.

The members of the Designer Selection Subcommittee are the designated decision-makers/voters in this process. Members of the AYCBC are encouraged to participate by reviewing the proposals, attending the May 31 meeting, and offering their input. The ranking will be based on a specified set of criteria which will not include the designer's proposed fee. Final awarding of the contract and negotiation of the fee are the responsibility of municipal officials.

All materials will be available for review in the office of Plant and Facilities. Committee members are asked to call ahead to arrange a time to review.

Ed Ataide is cataloging resources that will be made available to the designer (i.e. the Doherty School area survey) which will result in cost and time savings in this process.

In response to questions raised by the liaisons from the Andover Youth Foundation, Mr. Huntress affirmed the goal of matching the project's design to the budget and footprint described in the agreement between the town and the foundation.

Committee members were asked to review the RFP, submit comments to Mr. Huntress, and be prepared to vote to approve a final document at the April 12 meeting.

Upcoming Meetings

The committee agreed to the following meeting schedule:

- **Thursday, April 12 6 – 7:30 pm**
 - **Define a process for considering incorporation of additional resources into the project scope**
 - **Vote to approve Request for Proposals**
 - **Discussion of outreach process**
 - **Conflict of Interest disclosures**
 - **Review and approve minutes of the March 8 and April 2 AYCBC meetings**
- **CANCELLED – Thursday, May 10**
- **NEW MEETING – Thursday, May 31 - 5:30 – 11:00 pm**
 - **Presentations by design firm finalists**
 - **Discussion and rank ordering of the proposals**

Minutes of March 8, 2012

An edited version of the draft minutes for the March 8 meeting was circulated. **Committee members are asked to review and offer any additional edits in anticipation of a vote to approve at the April 12 meeting.**

Presentation of Preliminary Project Concept

Mark Yanowitz of Verdeco Designs and Joe LaGrasse of JD LaGrasse and Associates used a PowerPoint presentation to describe the development of the current concept plan for the project. They have provided their services on a voluntary basis since June 2011. The presentation described overall project goals of meeting the AYS program goals, responding to various site sensitivities, staying within a \$4M budget, and achieving energy and maintenance sustainability objectives. The processes used to analyze the site and neighboring uses/conditions, the AYS program, utilities, and traffic impact were described. The concept design (including potential expansion options) was presented. The interface with a comprehensive range of neighbors, local organizations, municipal departments, value engineers, gas and electric suppliers and construction companies was described. Committee members posed questions relating to the building's capacity and the potential for providing additional storage and public restrooms. They noted that the considerable analysis and outreach which resulted in the concept plan had advanced the youth center project and would result in significant cost savings going forward.

The meeting was adjourned at 8:23 a.m.

Submitted by Nancy K Jeton, AYCBC chair