

Easthampton Senior Center Building Committee  
Minutes – February 9, 2026

Present: Pat Brough, Tom Brown, Leslie Button, Salem Derby, Dawn Graichen-Moore, Tony Karella, Ann Longley, Dave Paquette, Dan Rist, (chair) Cindy Tarail

Absent: P. Brough, E. McAnulty

Guests: Allyson Manuel, Mike Owens

1. Call To Order VOICE ROLL CALL: the meeting was called to order at XXX by Dan Rist.
2. Approval of Minutes: Tom made a motion to approve the December 29, 2025 minutes, which was seconded by Ann. The motion passed 9-0.
3. Public Speak: no one was present.
4. Old Business
  - a. Sites: Park Street parcel (64 acres): this committee investigated all the sites that belonged to the city (Park Street, Highland Street, Holyoke Street, and Daley Field), Park Street presents the best opportunity. Allyson has found nothing that would disqualify the Park Street parcel. It is important to note there are several privately owned parcels listed in the Ad-Hoc Building Committee report, but none of the owners are interested in selling. The Highland Street property may be an option, but there are issues with it. The mayor will raise the viability of Highland Street with the city attorney. Following discussion, Tony made a motion to make Park Street the number one site for building a new Senior Center, which was seconded by Tom. The motion passed 9-0.
  - b. RFQ Meeting with Procurement: Mike Owens said the committee would be looking at RFP rather than a RFQ. The RFP would be for a feasibility study to build on the specified parcel and focus on the scope of the project including land, utility availability & capacity, wetlands, soil, traffic, and among other things. The RFP should include both an option to retain the successful bidder as the designer and include a ceiling on the cost of the feasibility study. We also need to ask the successful bidder to create a conceptual design. There would be an RFP review rubric to score/rank the qualifications of any RFPs that are submitted. Mike will work with Cindy and Allyson to draft an RFP. What is the shelf-life of RFP estimates? Typically, it's 2-years.
5. New Business
  - a. Request for Appropriation for Architect from Mayor: Dan has submitted a budget request to conduct a feasibility study to the mayor.
  - b. Architect selection committee: Dan proposed forming a selection committee to review RFPs and make a recommendation. This topic will be on March 30 agenda.

6. Adjournment – Dawn made a motion to adjourn, which was seconded by Cindy. The motion passed 9-0.

Next meeting date March 30, 2026

Respectfully submitted,

Leslie Button  
Recording Secretary