

LESLIE HENNESSEY, Director

Senior Center Building Committee  
February 20, 2019  
Meeting Minutes  
Room 3, Council on Aging Building, 45 Dayton Street

Present: Diane Mulvaney, Leslie Hennessey, Linda Young, Carol Constant, Rick Pio, Ted Boulais, Michael Siddall, Richard Ness, Jeff Cyr, Phil Palumbo, Tim Eagles, Chris Wante, Doug Gallow and Ellen Gallow

Not Present: Kevin McAllister

The meeting was called to order at 5:05pm by Chair Diane Mulvaney.

**Approval of Prior Minutes**

Linda Young made a motion to accept the minutes of the February 6, 2019 Building Committee meeting, was seconded by Carol Constant and unanimously approved.

**Project Update**

Project Budget Update

Phil presented the project budget status report. The report highlighted the total budget values for the hard costs and soft costs and indicated the expenditures to date on the project.

Project Schedule Update

Phil presented the updated project milestone schedule. Phil indicated the changes made were to add a March 6<sup>th</sup>, 2019 Building Committee meeting and to add subcommittee meetings the week of February 25<sup>th</sup> for the mechanical, electrical, plumbing, technology and foodservice systems of the building. There were no objections to these updates.

Hazardous Material Consulting Update

Phil indicated the existing conditions verification process of the hazardous material survey of the existing building was going to start next week, the week of February 25<sup>th</sup>.

Geotechnical Engineering RFS

Phil indicated that Colliers issued a RFS for Geotechnical Engineering services for soil investigation as it relates to foundation and stormwater drainage design. Phil indicated the proposals were due Wednesday February 27, 2019.

Design Update

It was started off with introductions by all in attendance as this was Doug and Ellen Gallow's first time meeting the full Building Committee. Ellen and Doug then proceeded to present the space programming changes that were made over the course of the past couple weeks to reduce the program that was developed during the feasibility study down to the 16,150SF size allotted in the budget. This presentation included showing room-by-room layouts to explain the intricacies involved with sizing these different spaces and highlighting the previously discussed spaces that may have the highest chance of being changed. A final tally of the new programming, highlighting the changes from the feasibility study programming, was presented at the end. Below is a list of detailed information that was presented regarding the space programming topic:

1. The presented programming had in mind the idea of having a portable platform as opposed to a fixed platform/stage in the Dining Room. This would be to avoid obstructing valuable square footage of the room.
2. The presented programming had in mind the idea of having an operable partition within the Dining Room approximately centered on the space which would be beneficial to simultaneously accommodate the need for two different functions within the space.
3. The presented programming has the Fitness Room approximately sized at the same size as the existing COA

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Fitness Room. This reduced the equipment count within the space from eight to six. It was mentioned that with the natural push and pull that occurs in developing a floor plan layout, the Fitness Room is a space that people would like to see get slightly larger if possible.

4. The presented programming has the Game Room as its own dedicated space, as opposed to that function being combined within another space.
5. The presented programming has the Billiards Room sized to fit two pool tables.
6. It was indicated that the Kitchen square footage was still being analyzed as it relates to the COA food serving arrangements for the future.

In concluding the programming discussion, Ellen indicated that the square footages within the final programming tally are subject to change with the typical push and pull that occurs when designing a floor plan layout.

Next Tim presented the six site plan layout options. Tim indicated they're working through understanding what the occupant load for this building is because that figure will play a role in the required parking, egress out of the building, plumbing fixture count, etc. Tim also mentioned that through the Civil Engineer coordinating with the Conservation Commission, it does not appear that there is an option to reduce the local wetlands bylaw of a 50' conservation buffer at the wetlands located at the northeast corner of the project site. Below are some of the comments made in reviewing the site layout options:

7. Creating a parking lot layout that is as vehicular and pedestrian friendly as possible keeping in mind the elderly age group that will be using it.
8. Creating a parking lot layout that provides access to all sides of the building as is anticipated to be required from the local Fire Department.
9. Attempt to eliminate a parking lot layout that requires people to walk around the building to get to the entrance.
10. Keep in mind snow plowing when designing the site layout as it relates to maneuvering the plow and areas to push the snow to.
11. The pros and cons to having an outdoor patio were discussed as well as if it would be used or not. Ultimately it was thought that if it was possible to design an appropriately sized patio that could be easily maintained, that would be a desirable site design element.
12. With the above comments in mind, create a layout that provides as much parking as possible.

Lastly Chris presented the five floor plan layout options. One out of the five was a two-story layout. Below are some of the comments made in reviewing the floor plan layout options:

13. There was a concern of not wanting to have the front door too far from the reception deck because there may be some other areas of the open entry space that distracts occupants if the distance is too far.
14. The café was highlighted as a space that will play a large role in the socializing aspect of the Senior Center.
15. The idea of having the Conference Room with glass walls on both sides was well received.
16. The track-like layout so that occupants can travel in a simple circle to locate their desired room was well received.
17. The idea of a two-story building was not desirable to the Committee.

After reviewing the site layout options and floor plan layout options the committee voted on the options they wanted to move forward with. Michael Siddall made a motion to move forward with a one-story building with a floor plan layout consistent with floor plan option 1A and a site layout consistent with site layout option F, was seconded by Linda Young and unanimously approved.

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**New Business**

No new business was discussed.

**Adjournment**

At 7:31pm Michael Siddall made a motion to adjourn the meeting, was seconded by Linda Young and unanimously approved.

**Items Distributed During this Meeting**

1. 2/6/19 Draft Meeting Minutes
2. Project Milestone Schedule dated February 12, 2019
3. Project Financial Status Report dated February 20, 2019
4. Architectural Program for Review – Draft 3 dated February 20, 2019
5. 2017 Study Plan vs. Proposed Program Square Footage dated February 20, 2019

**Next meetings**

March 6, 2019

March 14, 2019

April 17, 2019

May 22, 2019

June 19, 2019

August 7, 2019

August 28, 2019

September 18, 2019

November 4, 2019 TBD