

LESLIE HENNESSEY, Director

Senior Center Building Committee
March 14, 2019
Meeting Minutes
Room 3, Council on Aging Building, 45 Dayton Street

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

Not Present: Kevin McAllister

The meeting was called to order at 5:01pm by Chair Diane Mulvaney.

Approval of Prior Minutes

Linda Young made a motion to accept the minutes of the March 6, 2019 Building Committee meeting, was seconded by Ted Boulais and unanimously approved.

Project Update

Project Schedule Update

Phil presented the updated project milestone schedule. Phil highlighted the changes were adding to the schedule the Know Your Town Night and the Public Presentation, as well as changing the Schematic Design estimate reconciliation meeting date to April 10th at 9am. Leslie and Diane were the committee members selected to be apart of the estimate reconciliation meetings.

Hazardous Material Consulting Update

Phil indicated the existing conditions verification process of the hazardous material survey was complete. The next steps was getting the results back from the lab and, with the results, the consultant can complete the report and estimate. The drawing and specs for the asbestos abatement scope will follow slightly behind those tasks.

Geotechnical Engineering RFS

Phil indicated the site borings for the foundation design are scheduled for Monday March 18th. There will be (5) boring locations all to be approximately located within the footprint of the proposed building location. Phil indicated the borings will take a full 8hr day.

Project Budget Update

Phil presented the project budget status report. Phil indicated the Unpaid and Total Contract columns were what had changes from the budget status report presented at the March 6th meeting. These changes were due to the contracts for the architect and geotech engineer being finalized. Phil indicated edm's current contract dollar value is only for Schematic Design with the understanding, in the event there's a successful Town vote for the remainder of the project funding, there will be an amendment to the contract to include the remainder of the fee to get through project closeout.

Design Update

Chris began the design update by walking the committee through the floor plan that was approved at the March 6th Building Committee meeting. The floor plan was more refined now.

Leslie had a concern that the reception desk was located to the side of the entry door, so occupants entering the building may be distracted by the Lounge and Café, as opposed to checking in at the Reception desk. Doug had mentioned this issue could potentially be resolved with an electronic sign-in option. Ultimately it was indicated that edm and Lifespan will continue to review this issue to hopefully come to an approved solution.

Chris mentioned the committee may want to consider making the exterior door at the north side of the building, adjacent to the office suite, have access control hardware on it where staff members are able to enter that door from

LESLIE HENNESSEY, Director

the exterior via a card reader. The thought is that the door is conveniently located to the row of parking along the north side of the building.

Lifespan Update

Doug presented all the different design aspects Lifespan focuses on when designing Senior Center facilities. Below are some of the design specifics Doug mentioned:

Site Design

1. ADA requirements are treated as a minimum.
2. The current traffic flow arrangement, with needing to wrap around the site via Dayton St. and Fulton St. after dropping someone off, is viewed as the best option compared to the alternatives.
3. The site achieves 25% - 30% more parking if the parking is laid out perpendicular to the building as is currently designed.
4. 6' wide sidewalks are the minimum because two wheelchairs are able to roll past each other at that width.
5. The goal will be to provide more handicap parking than is required by code.

Vestibule Design

1. 6' clearance at doors.
2. The vestibule is to be a minimum of 10' deep so the debris stuck from the bottom of people's shoes can be removed prior to entering the facility.

Offices

1. Try to locate the office suite so that the majority of staff have visual access to the front of the building and the parking lot while in their offices.

Building Circulation

1. The current "race track" layout is an easily understood circulation pattern and helps to ensure occupants do not get lost.

Bathrooms

1. Currently there are no doors shown in the floor plan at the gang toilet rooms layout for seamless purposes, but that idea can be discussed if it seems inappropriate.
2. The toilet stall doors are going to swing out for ease of operations.
3. The companion toilet room doors will have occupied/non-occupied door hardware on them.
4. There will be no closers on the companion toilet room doors for ease of operations.
5. Front wheelchair access will be designed at the ADA toilet stalls.
6. There will be sloped grab bars at the handicap toilet stalls.
7. The current design shows handwashing sinks in the ADA toilet stalls.
8. The goal is to have everything be at the lavatory, i.e. soap, paper towels, garbage dispenser, so that there's no water dripped on the floor.
9. The current design has automatic flush fixtures and automatic flow sinks.

Furniture Layout

1. It's important to be thinking of furniture layout because it forces you to think about the appropriate size of a room and the circulation within the room.

Heating and Air Conditioning

1. The goal is to create a HVAC system that provides climate control such that the heating and cooling can be provided to the different rooms as they individually require per the function of the space.

Lighting

1. Lifespan will coordinate with the electrical engineer to ensure the specified light fixtures are such that they achieve the footcandle levels required for ages 65 and older.

LESLIE HENNESSEY, Director

Finishes / Patterns / Colors

1. It's important to not design finishes on floor and wall surfaces that have complex patterns or strong color contrasts because that can be distracting and troublesome to some elders.
2. This design concept of patterns and colors also comes into play when picking out furniture.

ADA Design

1. Lifespan thinks about ADA required clearances at all doors and areas, not just those doors and areas that are required to be ADA compliant.
2. Lifespan tries to limit the amount of door thresholds or floor transitions so the floor surface can be as flush as possible for the occupants.

Door Hardware

1. Lifespan ensures door hardware that requires people to manually lock and unlock are specified to be within a closer reaching distance than would be standard.
2. Lifespan will ensure closets are specified to have a Classroom function lock, as opposed to a storage function lock, so that the door stays unlocked until someone manually locks it.

Site Design / Parking Update

It was indicated that the current parking layout contains 98 parking spaces. There is a concern from some committee members that is not enough parking, and they want Phil to coordinate with the abutter at the east of the project site to see if they would be willing to allow a shared-use parking arrangement so the Senior Center could use some of their parking as needed.

New Business

No new business was discussed.

Adjournment

At 6:06pm Jeff Cyr made a motion to adjourn the meeting, was seconded by Mike Siddall and unanimously approved.

Items Distributed During this Meeting

1. 3/6/19 Draft Meeting Minutes
2. Project Milestone Schedule dated March 14, 2019
3. Project Financial Status Report dated March 14, 2019

Next meetings

April 17, 2019

April 18, 2019 – Know Your Town Night

April 25, 2019 – Public Presentation

May 8, 2018 – Town Meeting

May 22, 2019

June 19, 2019

August 7, 2019

August 28, 2019

September 18, 2019

November 4, 2019 TBD