

MEETING MINUTES



DORE & WHITTIER
ARCHITECTS, INC.

DATE OF MEETING: July 26, 212

PROJECT: Groton Center Fire Station

PROJECT NO.: 12-635

SUBJECT: Meeting with Town of Groton Planning Board

ATTENDING:

Carolyn Perkins	Member of the Planning Board
Jason Parent	Member of the Planning Board
John Giger	Member of the Planning Board
Scott Wilson	Member of the Planning Board
Russell Burke	Member of the Planning Board
Mark Haddad (MH)	Groton Town Manager
Michelle Collette	Town Planning Administrator
Mike Bouchard	Member of the Fire Station Building Committee
Don Black	Member of the Fire Station Building Committee
Val Prest	Member of the Fire Station Building Committee
Chief Joseph Boselait	Groton Fire Chief
John Perry (JP)	Gale Associates (GA)
Alan Brown (AB)	Dore & Whittier Architects, Inc. (DWA)

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1. AB gave an updated overview of the latest floor plan. The previous floor plan was conceptual and the current plan is Schematic design which is getting more detailed as it is being developed.
2. JP presented the refined site plan. Key points noted:
 - a. The driveway has been moved to save a tree and get past an existing power pole. It also avoids having truck headlights pointing directly at the across the street neighbor's home. GA is still looking at sight lines to verify the Apparatus drivers views are not blocked when exiting the site. The Fire Department felt this will not be a problem.
 - b. The Fire Station has been moved forward towards farmer's Row. The current distance is now 245 feet from the property line.
 - c. The grading drops approximately 15 feet from the southeast corner to the northwest corner of the property (elevation 123 feet to elevation 108 feet). The finish floor of the building will be somewhere in the middle to minimize export of fill (approximate elevation of 116 feet). Some fill will have to be exported.
 - d. GA is trying to have a maximum slope of 3/12" per foot slope at the entry drive to allow Apparatus better exit and entry up to the Bays.

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- e. There is a landscape block retaining wall along the south side of the property in order to maintain the existing trees. The height of the wall is from 1 foot to 5 feet.
 - f. GA plans to utilize country drainage which minimizes curbs and allows for surface drainage to designated areas.
 - g. A couple of vegetative swales are being shown which are to slow down and treat surface drainage.
 - h. GA is just starting a landscape plan. There will be some planting at the front of the building, but the goal will be to keep the "field" look.
 - i. Some grading is being planned onto the adjacent property (Lawrence Homestead Trust). The Town discussed with them and they were agreeable to allowing this. The Planning Board asked if the slope could be made flatter. GA will investigate. The Lawrence Homestead Trust will also allow for excess fill from this site be placed onto the adjacent residential site.
 - j. A dumpster and mechanical area are being shown. Both will have a designed enclosure to screen them from view.
 - k. A concrete pad is being shown for a future utility shed which will be relocated from Station One.
 - l. The planned location for the sewer line from the Fire Station to the Public Safety Building has changed in order to help maintain the existing row of trees.
 - m. Diagonal drilling is still planned to get the sewer line through the existing wetland.
 - n. Running the sewer line along the rear of the site is the preferred route by the Conservation Commission, Sewer Commission, and Lawrence Homestead Land Trust. It is also the least expensive.
 - o. All other utilities are along Farmers Row (water, gas, and power).
 - p. There is an existing swale along Farmers Row which helps prevent run-off onto Farmers Row. The revised drainage will help slow the run-off down and reduce the flow into an existing culvert further down Farmers Row.
 - q. Parking has been reduced to 26 stalls. The Fire Department agreed this number of parking stalls would be adequate.
 - r. An area for fireman's memorial is now being indicated on the site plan. This may have a flag pole with a possible light.
 - s. It was agreed to try and add a visible alarm like a flashing light with a sign along the south side of the building that would activate when a call comes in to alert those parked along the south side that a fire truck may be coming around the back of the station.
3. The Board asked about exterior lighting. The design has just started. There will be pole lights at the parking area and along the drive. They would be cut-off type and would have zero foot-candles along the property lines. They would follow all dark sky requirements. The Design Team is looking at providing two level lighting. The lights could be increased when a call comes into the station. There will also be some lights mounted on the exterior of the building. A photometric plan will be submitted to the Planning Board.
 4. GA is still investigating whether the existing Public Safety emergency generator can handle the proposed pump changes at the sewer line.
 5. The height of the proposed Fire Station will be 35 feet from finished grade to the highest peak of the building. This would be in compliance with either R-A zoning district or the Public Use zoning district.
 6. It was decided to submit planning board permits for both R-A zoning as well as Public Use zoning. It is still the Town's intent to apply for rezoning the site to Public Use.

7. The new location of the building is acceptable to HDC, and there were no concerns from the Planning Board.
8. The next available application review meeting would be August 23. The application would have to be the Town's office by July 31. If the application review meeting is for September 13, then the application must be in by August 21. The Design Team will shoot for the latter dates.

The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes. After 10 days, we will accept these minutes as an accurate summary of our discussion and enter them into the permanent record of the project.

Sincerely,

DORE & WHITTIER ARCHITECTS, INC.

Architects ■ Project Managers



Alan M. Brown, AIA, NCARB
Project Manager

c: Mark Haddad - for Dist Town of Groton
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