



DORE & WHITTIER  
ARCHITECTS, INC.

## MEETING MINUTES

**DATE OF MEETING:** September 11, 2012

**PROJECT:** Groton Center Fire Station

**PROJECT NO.:** 12-635

**SUBJECT:** Meeting with Town of Groton Historic District Commission (HDC)

**ATTENDING:**

Dan Barton (DB)	Historic District Commission
Maureen Giattino (MG)	Historic District Commission
Sanford Johnson (SJ)	Historic District Commission
Gina Pennini (GP)	Historic District Commission
Paula Martin (PM)	Land Use Admin. Assistant
Mark Haddad (MH)	Groton Town Manager
Lt. Susan Daly (SD)	Town of Groton Fire Dept. (BC) Vice Chair
Halsey Platt (HP)	Building Committee Member (BC)
Don Black (DB)	Building Committee Member (BC)
Joseph Boselait (JB)	Town of Groton Fire Chief
John Perry (JP)	Gale Associates (GA)
Donald Walter (DW)	Dore & Whittier Architects, Inc. (DWA)
Alan Brown (AB)	Dore & Whittier Architects, Inc. (DWA)

ARCHITECTS  
PROJECT MANAGERS

VERMONT  
1795 Williston Rd. Ste. 200  
S. Burlington, VT 05403  
(P) 802.863.1428  
(F) 802.863.6955

MASSACHUSETTS  
260 Merrimac St. Bldg. 7  
Newburyport, MA 01950  
(P) 978.499.2999  
(F) 978.499.2944

1. JP Presented the latest site plan and Landscaping plan. HDC had the following comments:
  - a. Need to identify the site appurtenances such as "shed, dumpster, memorial, etc"
  - b. Look at providing pavement "breaks" between the street and the apparatus bays
  - c. Need to incorporate plantings or a screen fence at the Memorial area to obscure the south side parking.
  - d. LHT wants to see more screening on the north side with larger plants. HDC wants the same side to have less dense and lower plants.
  - e. Look at alternative to the crushed stone sediment forebay along the perimeter of the drive. It is too harsh a transition. Perhaps this could be incorporated into a rain garden type forebay to allow for grasses immediately adjacent to the drive
  - f. The retaining wall may want to be terraced at the 5' high end to avoid the fence on top. At a minimum we should look into planting ivy at its base to soften it over time. Also a sample of the stone material will be submitted at the Formal hearing
  - g. LHT has given permission to plant on the adjacent property.
  - h. Snow storage would be on paved area. A paved area is recommended by the planning board.
2. MH will set up a meeting between LHT, HDC and Gale Associates to review the landscape plan, once revisions have been made.

3. The Design Team recommended that the pole mounted site lighting be included in the design. The Design Team presented a photometric site plan indicating light levels. The light levels were very low with the light level at or near 0 at the property and road edge. HDC would like to not have any pole mounted lights on the site. After some discussion, it was agreed to eliminate all pole site lighting. All lighting will be building mounted. The only potential site lighting may be at the street either through this project or as a street light provided by the town. MH to investigate further.
4. When the rendering is revised, show only mature trees to indicate extent of screening.
5. DW presented an updated floor plan of the building. There were no significant changes from the previous presented plans.
6. DW presented revised rendered elevations and perspective rendering to indicate materials and colors. HDC had the following comments:
  - a. HDC likes the shed roof at the entry but would like to see it located a bit higher on the building. Perhaps align with the adjacent shed roof over the Chief's office.
  - b. Look at presenting darker colored apparatus bay doors and do not present them as two toned such as highlighting the "x" bracing
  - c. Determine what the West Elevation window head heights are. There is too much clapboard "space" between first floor and second floor windows. Perhaps drop the second floor windows down a bit.
  - d. HDC would like to see traditional "heavy" trim around the windows, is interested in how far the rakes project (no shingles in the box) and what their profiles are and where we are locating the gutters and downspouts. Downspouts should be located at trim areas and be white to blend. We will need to detail this for the formal submission. Aluminum gutters and downspouts will be acceptable.
  - e. Look at raising the North Elevation window heights a bit in the apparatus room
  - f. We will need to think more about what the North Elevation building mounted sign looks like in terms of color and detail.
  - g. All roof penetrations should be shown on the rendered building elevations.
  - h. Try and locate all roof penetrations away from the Farmers Row view.
  - i. Look at how the cupola and the cupola base are detailed
7. HDC reviewed what will be required for the application and formal submission. The following items were discussed:
  - a. Submit perspective rendering with updated mature landscaping
  - b. Submit revised site plans
  - c. Submit details of windows, rakes and gutters and downspouts
  - d. Proposal for the building sign – details and color
  - e. Address landscape materials both plants and hardscape
  - f. Review the access drive
  - g. Landscaping at the memorial
  - h. Submit design for enclosures around the generator, transformer and chiller as well as around the dumpster.
8. The formal application along with all submittal materials must in the Town Clerk's Office by September 28. The formal hearing will be held on October 16 at 6:30 pm.

Sincerely,

**DORE & WHITTIER ARCHITECTS, INC.**  
Architects ■ Project Managers



Alan Brown, AIA, NCARB MCPPO  
Project Manager

c:     Mark Haddad - for Dist     Town of Groton  
       Paula Martin - Dist       Historic District Commission  
       Mark Shoemaker           CR Architecture + Design  
       John Perry                 Gale Associates  
       Dominick Puinello         Garcia Galuska Desousa  
       Donald Walter             Dore & Whittier Architects, Inc.  
       Bruce Dillon              Dore & Whittier Architects, Inc.  
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