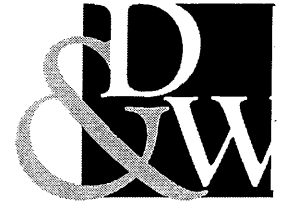


MEETING MINUTES



DORE & WHITTIER
ARCHITECTS, INC.

DATE OF MEETING:	October 25, 2012
PROJECT:	Groton Center Fire Station
PROJECT NO.:	12-635
SUBJECT:	Meeting with Town of Groton Planning Board
ATTENDING:	Carolyn Perkins (CP) Member of the Planning Board
	Jason Parent (JP) Member of the Planning Board
	John Giger (JG) Member of the Planning Board
	Scott Wilson (SW) Member of the Planning Board
	Russell Burke (RB) Member of the Planning Board
	Tim Svarczkopf (TS) Member of the Planning Board
	George Barringer (GB) Member of the Planning Board
	Mark Haddad (MH) Groton Town Manager
	Michelle Collette (MC) Town Planning Administrator
	Don Black (DB) Member of the Fire Station Building Committee
	Peter Cunningham Town of Groton Selectmen
	Chief Joseph Boselait (JB) Groton Fire Chief
	Peter Koczera Architectural Consulting Group
	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

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

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

1. SW and JG met with the HDC and Design Team prior to this meeting in order to reach a consensus on the exterior lighting at the fire station site. There was a general agreement to the following:
 - a. Provide adequate lighting for safety requirements but minimize the lighting and light levels as much as possible.
 - b. Different lighting scenarios on how the building mounting lights were discussed. Dan Barton (chair of the HDC) and the Design Team will work out the specifics and present to the HDC as well as the Planning Board when completed.
 - i. Exterior Lights at the Apparatus Bays to come on only when a call has come in. Turn off by a timer
 - ii. Front and Rear entrance doors as well as other exterior light to be at 50% light level at night except when a call comes in, then 100%. Timer will also be set to go to lower level after the call.
 - c. A plan and/or summary will be prepared indicating the different lighting scenarios.
 - d. The Town will not install poles lights at the driveway or southside of the building at this time. They will install conduits and hand holes to allow for possible future light poles.
 - e. The exterior light poles will be allowed at the rear parking lot.

2. John Perry presented revised site and landscape plans. Many of the revisions were based on Gary Hebert's (FST Engineering) comments as well as comments from HDC. Revisions included:

- a. Revised landscaping which changed from ornamental plantings at the front of the site to more natural, wild plantings including more grasses to give a more natural hay field look.
 - b. The radii have been changed at the driveway entrance. The radius at the northside will be 20 feet while the southside will be 15 feet.
 - c. Non-lit warning signs will be installed along Farmers Row on either side of the driveway. They will be 300 feet and 50 feet. JP showed what the warning signs will look like. This signage must be reviewed with HDC, although directional signs may be exempt.
3. JP did review site distances with GH and the Fire Department. A 350 foot site distance from both directions is required and can be attained from the driveway location. The utility pole does not significantly block the view but would be beneficial to move. The Town has reviewed the cost but found it to be very expensive and would have to consider it in the future.
 4. Gary Hebert sent an email to the Town approving all the revised changes by GA.
 5. JP reviewed storm water changes to the site. The bioretention areas have been enlarged and made more robust. They have added a drywell for additional treatment.
 6. The Town has received approved permits from both the Conservation Commission and Sewer Commission.
 7. The retaining wall was reviewed. Samples of the retaining wall and cedar split rail fence were shown.
 8. The sanitary sewer system has been changed from a gravity system to a low pressure force main. This was a recommendation by the Sewer Commission. The cost of this system will mor cost effective. A replacement of the grinder pump at the existing Public Safety Building is no longer required. The Fire Station will tie into the existing sewer line.
 - a. Pumps will have to be tied into the new generator.
 - b. The residential lots will have to provide their own grinder pumps when they construct their sewer systems.
 9. The Design Team presented the latest renderings of the fire station. They included the old landscaping. There were no comments from the Planning Board.
 10. A neighbor was concerned with the added volume of traffic from the Fire Station. Most of the calls will be ambulances which are currently right next door at the Public Safety Building. The ambulance volume will be close to the same with additional fire calls from fire trucks. The Design Team and traffic engineer did look at the volume and found it to be acceptable.
 11. The Planning Board requested that a written statement on the compromise between the HDC and Planning Board be included with the permit. This statement along with the plan will be prepared by the Design Team with help from Dan Barton.
 12. The hearing was continued until November 8, 2012 at 7:45 pm.

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
 John Perry Gale Associates
 Donald Walter Dore & Whittier Architects, Inc.
 Dominick Puniello GGD
 Joe Carreiro GGD
 Sarah Shepard Dore & Whittier Architects, Inc.
 Bruce Dillon Dore & Whittier Architects, Inc.
 File

