


GROTON SENIOR CENTER – Building Committee Meeting			MEETING MINUTES
Town Hall, Town Manager’s Office		AMENDED AND APPROVED ON 11/13/17	
November 2, 2017 – 11:00AM			
ATTENDEES:			
Name	Present	Role	
John Amaral	Y	Building Committee	jamaral@omniproperties.com
Ed Cataldo	Y	Building Inspector	ecataldo@townofgroton.org
Michelle Collette	Y	Building Committee	mcollette@townofgroton.org
Peter Cunningham	Y	Building Committee Chair	brecca@charter.net
George Faircloth	T	Building Committee	fairgeorge@verizon.net
Gary Green	(phone)	Building Committee	ggreen@freetobegreen.com
Mark Haddad	Y	Town of Groton, Town Manager	mhaddad@townofgroton.org
Annika Nilson-Ripps	(phone)	Building Committee	annikanr@gmail.com
Kathy Shelp	Y	Senior Center Director	kshelp@townofgroton.org
Melissa Gagnon	Y	NV5, Owner’s Project Manager	melissa.gagnon@nv5.com
Steve Moore	Y	NV5, Owner’s Project Manager	steve.moore@nv5.com
Italo Visco	---	NV5, Owner’s Project Manager	italo.visco@nv5.com
Gregg Yanchenko	Y	Helene Karl Architects, Architect	hka2@npv.com
Anna Eliot	Y	Community Member	annaeliot@verizon.net
Ellen Baxendale	Y	Community Member	Daisymay7nt@yahoo.com
Judy Anderson	Y	Community Member	judyandersongroton@me.com

Peter Cunningham called the Building Committee meeting to order at 11:00AM. Two Building Committee members called into the meeting remotely: Gary Green and Annika Nilson-Ripps.

1. Introductions

The Town Manager, Mark Haddad provided consultant introductions as well as an overview of roles and responsibilities. It was noted that there was a kick-off meeting with the OPM and the Architect earlier in the week. Mark introduced Melissa Gagnon and Steve Moore from NV5 (Owner’s Project Manager). It was noted that Italo Visco is also part of the NV5 team, although not present at today’s meeting. It was noted that the OPM is available as a resource, and will attend all meetings and take notes, as well as provide cost estimating/reconciliation services at various design milestones. The Architect, Gregg Yanchenko (HK Architects), will develop the design and bid specs and put the



project out to bid. The Building Committee is immediately charged with making the decision whether the Senior Center should be designed as an addition/renovation or as new construction to allow development of the design to continue. Whereas the Committee made a commitment to the Townspeople to evaluate design concepts, it is important that due diligence is done. The Committee will assist with marketing the project to the Community and serve as the Community's eyes and ears. The Committee may meet independently to discuss outreach, fundraising, etc.

There was a kick-off meeting with the NV5 and HK Architects on Monday, October 30th. On Tuesday, Gregg Yanchenko met with Conservation and the Planning Administration. When the Architects gets into design, color decisions will be coordinated with to Kathy Shelp, Senior Center director. The Building Committee will be involved with programming. The Committee members can interact with Kathy S.

The intent of today's meeting is to review design options so the Building Committee can make an informed decision to move forward with an addition/renovation or new construction.

2. Schedule Overview

The Town Manager noted that it will be important to meet more often at the beginning so the Committee can weigh in on key decision making. When cost estimates are prepared, the Committee will need to review the estimates and weigh in on any possible value engineering options.

Going forward, Building Committee meetings will be at 7:30AM.

3. Design

Gregg Y (HK Architects) presented an 1/8" scale floor plan, of the building design that was in his proposal. The current design is a new building at 12,000GSF. The Architect noted the following points:

- Community Hall – seats 94-100 people. Open floor plan can serve as a multi-purpose room. As long as the required means of egress is provided, capacity can increase. The intent is for tables and chairs to be stored on carts, in a storage room.

Kathy S (SC director) noted that it is important to have flexibility and would like movable divider walls. The Architect noted that movable walls could cost \$30K.

- Kitchen – designed to support Community Hall. Designed as a semi-professional, not commercial; a low level mid-grade commercial quality kitchen to support functions. Michelle C noted that the Nashoba Associated Board of Health will need to be consulted re: the design. The size is currently 32'x32' which is approximately 900SF. Basic requirements will be provided, including a dishwasher, hand sink, prep island, range (encourage a griddle or a 6 burner) and a commercial refrigerator. There will be a serving counter, with a roll up/down door to separate the kitchen from other functions.

Kathy S (SC director) noted that a 2-door commercial refrigerator and a separate dedicated freezer would be ideal (currently 2 freezers are used in the basement).

- The kitchen would have space for small cooking classes. All counters would be at 34" AFF, which are in accordance with ADA requirements.
- Currently, the space would allow for ten (10) people to be in the space to prepare a meal.

- It was noted that decisions re: specific appliances can be made later on in the project. The goal for today is to review the site plan. The Architect is confident that all specific needs can be accommodated in the kitchen.
- Main Entrance / Lobby – requires a vestibule. The overhang goes out 14’, to the edge of the road (not over the road). The lobby area is approximately 60’x32’. There is a standing area with a circulation desk, a sitting area along the north wall with potential for an art gallery and a piano along opposite wall. The intent is that the lobby area can support the community room, as a reception area for larger events. Off the lobby, just north of the reception desk is a storage room (for games, etc).
- Additional Rooms Include: Ceramics, adult education, fitness (approx. 28’x36’), recreation (can accommodate 2 billiard tables), a spare meeting room (for 6-8 people) and (3) offices.

Kathy S inquired about the feasibility of portable storage, in the fitness room.

The question was raised re: fixed fitness equipment vs. mobile equipment.

Kathy S inquired about general storage space. Storage space is needed for durable medical equipment and emergency management supplies. These items could be stored in the same storage area. Also, bulk storage is needed for commodes and bed rails. These items cannot be stored off site, they need to be stored in the building. The Architect noted that there is a good amount of storage throughout the building. Kathy suggested that a classroom could be eliminated and a dividable wall could be in the large community room. Kathy also noted that the small meeting room may not be used.

- Overall Square Footage and Budget: There was concern expressed from some members of the Committee that the Townspeople were told the new facility would be between 9,000SF and 11,000SF and the design presented today is 12,000SF. It was stated that there is a possibility the new facility could exceed 11,000SF and stay within a range of \$4M to \$4.5M budget. The spaces need to be to ensure ease of movement and flexibility. Greg noted that the useable space within the building may be close to 11,000 net square feet. Melissa G (NV5) noted that as the design develops, cost estimates, as well as value engineering exercises, will be performed at various milestones (feasibility design, schematic design and design development phases).
- Plumbing Count: Per Plumbing Code, additional fixtures are needed. The Architect will need to redesign the core area with the toilet rooms, staircase, storage and meeting room.
- Visibility and Transparency: There is lots of glass on the walls of the various rooms for a visual connection to the spaces.
- Community Use / Access / Egress : Seniors occupy the building during the day although in the evening, the building could be used for continuing education programs. With the location of the various doors, there is flexibility to control after hour access. Also, the egress door near the fitness room allows flexibility for an exercise class to take place outside.
- Circulation: The Architect noted that corridors are currently drawn at 6’-0” with an option to increase to 8’-0”.

Michelle C (ADA coordinator) noted circulation space is key to ensure ability to fully participate in programming.

- Parking: It was noted that 53 parking spaces are needed. Per the zoning bylaws, this equates to (1) parking space for every (3) people.

Kathy S noted that there are currently 69 spaces and quite often the parking lot is full.

Gregg Y (HKA) noted that parking is designed for an 80% use pattern. If 59 spaces are not sufficient to support growth, additional spaces can be added. Parking can be on the leach field, with pervious pavers, which would add approximately 30 more spaces.

- **Existing Conditions:** The Architect noted that if the new building was located where the existing footprint is, the building would need to be 2-stories (5,000SF footprint) with an elevator. It was also noted that parking requirements cannot be supported with the building in the current location. If the existing building remains, all that would remain is the existing foundation. The building site is very level. There is a proposed septic leach field, which has conservation easements and cannot be built upon. The Architect noted that the proposed leach field could be developed into a lawn area with a gazebo as a focal point, across from the proposed recreation/gaming room.

Michelle C noted that site constraints would affect building orientation and programming.

- **Addition / Renovation vs. New Construction:** If the design were to proceed in this direction, the current COA functions would be relocated to Legion Hall and the Country Club. The Town Manager noted that there would be no additional costs to the Town for the relocation.

John A noted that with this option, given the proposed site plan and building envelope, there seems to be no possibility for the existing senior center to remain in operation during construction.

Motion: Michelle C made a motion - that is seems the most economic and pragmatic solution would be to tear down the existing senior center and build a new facility, not to pursue an addition/ renovation option. After further discussion, the motion was tabled to the next meeting. The agenda for the next meeting, on 11/13/17, is to vote on the design approach, new construction or addition/renovation.

The Town Manager suggested that the architect move forward designing a new building.

Ed C (Building Inspector) noted that he is in favor of a new building, which would have more for needed programming.

John A noted that there is an opportunity to build a new building to serve the community for at least the next 30 years.

Gregg Y (Architect) noted that floor loading in the existing building may be insufficient to support programming. The building was built per the 5th edition of the Building Code. It was agreed that it would be very difficult to bring the building up to the current Code, which is the 9th edition.

- **Building Demolition:** Steve M (NV5) inquired as to whether demolition of the existing building is included in the budget.
- **Outdoor Programming:** Kathy S noted there is a current community garden, which provides vegetables, and should not be minimized. Also, horseshoes and shuffleboard may be nice.

4. **Next Meeting**

The next Building Committee meeting is on Monday, November 13, at 7:30AM. The Committee will need to review a final written program, a matrix of pros and cons comparing addition/renovation vs. new construction and an outline of site constraints. These factors will support a motion to vote. NV5 will forward the documents to the Committee prior to the meeting.

5. **Meeting Adjourn**

Motion: At 12:45PM, Michelle Collette made a motion to adjourn the meeting, seconded by George Faircloth. The vote was unanimous with all in favor.

Respectfully submitted,



Melissa Gagnon, NV5
[End of 11/02/17 Meeting Minutes]