


GROTON SENIOR CENTER – Building Committee Meeting			MEETING MINUTES
Town Hall, First Floor Meeting Room		APPROVED	
December 21, 2017 – 7:30AM			
ATTENDEES:			
Name	Present	Role	
John Amaral	Y	Building Committee	jamaral@omniproperties.com
Ed Cataldo	---	Building Inspector	ecataldo@townofgroton.org
Michelle Collette	Y	Building Committee	mcollette@townofgroton.org
Peter Cunningham	Y	Building Committee Chair	brecca@charter.net
George Faircloth	Y	Building Committee	fairgeorge@verizon.net
Gary Green	Y	Building Committee	ggreen@freetobegreen.com
Mark Haddad	Y	Town of Groton, Town Manager	mhaddad@townofgroton.org
Mihran Keoseian	Y	Building Committee	mkeosa70@gmail.com
Annika Nilson-Ripps	Y	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	Y	NV5, Owner's Project Manager	italo.visco@nv5.com
Gregg Yanchenko	Y	Helene Karl Architects, Architect	hka2@npv.com
Anna Eliot	Y	Community Member	
Ellen Baxendale	Y	Community Member	

Peter Cunningham called the Building Committee meeting to order at 7:34AM.

1. Approve Meeting Minutes

Michelle C. moved to approve the 11/20/17 meeting minutes; Mihran K. seconded the motion. The vote was unanimous with (7) in favor, (0) opposed and (1) abstention.

2. Decision Matrix Review

The decision matrix was reviewed by Committee as a tool to determine the merits of new building construction vs. an addition/renovation. It was determined that there are essentially three categories that have the most impact in the decision making process: Total cost, meeting programming needs and resolving current accessibility issues. After a run through was done to rate the various categories, the Committee decided it may be best to rate overall categories in lieu of separate line items. The matrix is attached hereto.

3. **Design Review**

HKA uploaded the Schematic Design drawings and project specifications yesterday and can be accessed via www.biddocsonline.com. An account is needed to register. Gregg Y. shall assist Michelle C and other Committee members who may need help accessing the site.

Gregg Y. walked the Committee through the set of documents including the site plan, floor plans reflected ceiling plan and elevations. It was noted that total building occupancy is determined per SF/use group. Based on occupancy load, the total number of toilets is calculated as well as the total # of egress points.

- Annika N.R. inquired whether based on the building layout, there is potential for a future addition, depending on whether there is availability of more land. Gregg Y. explained that the building is in a buffer zone and a notice of intent will need to be filed to acquire any additional land.

It was noted that as part of the current design, approximately 200' of access road will need to be rebuilt although it remains to be determined as to how much of the cost will be absorbed in the Senior Center project. Site plan review regulations will need to determine requirements of the traffic study. Gregg Y shall connect with the Planning Board.

Site Plan and Exterior

Currently, the site plan includes the following: A straight sidewalk along the access road, (83) parking spaces, including parallel parking spaces along the access road, (8) HCP spaces near the main entrance, sloped granite curbing and a fire hydrant at an island near the main entrance (relocated per the GFD). There is a port cochere at the main entrance (covered drop off area) which has a 14' clearance (for a van and ambulance). Glass clerestory windows fill the lobby with natural light. In terms of exterior materials, Gregg K will bring brick samples for review to the next Building Committee meeting.

- Kathy S. inquired about water availability for the community garden. HKA shall provide water access.
- Kathy S. noted that there are currently sheds for outdoor equipment storage. HKA will study the area at the end of the driveway in terms of usefulness for trash cans and storage.
- Gary G. inquired about solar panels. HKA noted that there is not sufficient SF on the roof to accommodate solar panels.
- Exterior lighting, along the access road, may be good when there are evening events. Gregg Y. noted that although cobra head pole lights are the least expensive option, the same light poles were recommended to be used along the access road that are in the parking lot.

Interior

In terms of flooring, other than carpeting in the offices, there will be resilient flooring throughout. The ceiling height is approximately 14' on the first floor with suspended ceiling tiles throughout. HKA noted the ceiling tiles are the most economical and help on acoustics.

- John A. suggested tectum above the ceiling for sound insulation, or fiber covered ceiling panels.
- The second floor has storage and mechanical space.
- Kathy S. noted that there appears to be sufficient storage space in the current design.

Building Systems

It was noted that each small room will have a separate thermostat. It was also noted that the emergency lighting will be on a battery backup, in the event that the emergency generator does not function.

- Gregg Y. will review with Kathy S. the preferred locations for power receptacles and phone jacks. Floor outlets will need to be coordinated with furniture placement; specifically, in the crafts and exercise rooms.
- The client shall determine the most appropriate phone system to best fit their needs.
- John A. suggested HKA create a separate floor plan to delineate emergency shelter functions.
- The benefit of interior renderings to show multi-use functions (emergency shelter) were discussed. HKA will look into the feasibility of creating requested images.

[Amended per 1/12/18 meeting: Gregg Y. reported there would be additional cost associated with time to prepare renderings that show the facility functioning as an emergency shelter. Kathy S. noted that the emergency shelter dual space functions will need to be labeled in order to apply for a grant.]

4. Schematic Design Cost Estimate

HKA prepared a schematic design cost estimate which is posted with the SD documents. It was noted that there is no line item for contingency as this cost is built into the line items. The \$40K for a security system is a placeholder, based on unknowns. Mark H. noted there will not be any permit fees. The estimate includes a place holder to rebuild the 500' access road from West Main Street to the site - it needs to be determined what the Town can carry for site costs. No soft costs are included in this estimate such as OPM, Architect, Contingency and FFE.

For preparation of the NV5 SD estimate, which will be performed next week, NV5 prepared a list of design and construction related assumptions, dated 12/15/17. These were distributed and reviewed at the meeting.

5. Next Meeting

It was discussed that the next Building Committee meeting should be after NV5 prepares a Schematic Design cost estimate. The NV5 estimate will be compared to the Schematic Design estimate prepared by HKA. Whereas the estimate should be complete early in the week of January 8, it was decided that the next Committee meeting would be at the end of that week.

The next Building Committee meeting is on Friday, January 12, at 7:30AM.

6. Meeting Adjourn

Motion: At 9:05AM, Michelle C. made a motion to adjourn the meeting, seconded by Mihran K. The vote was unanimous with all in favor.

Respectfully submitted,

Melissa Gagnon, NV5
[End of 12/21/17 Meeting Minutes]