


GROTON SENIOR CENTER – Building Committee Meeting			MEETING MINUTES
Town Hall, First Floor Meeting Room		APPROVED 3/22/18	
March 1, 2018 – 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	---	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	---	Building Committee	mkeosa70@gmail.com
Annika Nilson-Ripps	---	Building Committee	annikanr@gmail.com
Kathy Shelp	---	Senior Center Director	kshelp@townofgroton.org
Melissa Gagnon	Y	NV5, Owner's Project Manager	melissa.gagnon@nv5.com
Steve Moore	---	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
Greg Roy	Y	Ducharme & Dillis, Civil Engineer	groy@ddcdg.com

In the absence of Peter Cunningham, John Amaral called the Building Committee meeting to order at 7:35AM.

1. **Review Current Project Plan and Cost Estimates Prior to Central Registry Listing**

Gregg Y. provided a project update. Michelle C. and Greg Roy (Ducharme & Dillis, Civil Engineer) attended the Conservation Commission meeting Tuesday, 2/27, evening. Michelle C. noted that Greg R. did an impeccable job of responding to questions. Per the meeting, Conservation Commission asked for the building to be moved out of the 100' buffer zone, which it currently encroaches upon by 19 feet.

Greg Roy presented a revised site plan, with the revised layout as an overlay, depicting the building shifted 19' to the south. The shift would reduce the planting area in front of the building and may reduce parking by two (2) spaces. Mark H. noted that these two (2) spaces cannot be forfeited. It

was also agreed that the parking spaces would remain at 10' wide. If at all feasible, the design team will maintain the total number of parking spaces, which is currently at 71.

It was also noted that the generator is currently in the 100' buffer zone. When the building is shifted south, the generator will no longer be in the buffer, as the pad can shift to the east. Gregg Y. suggested placing the generator on a pad and if needed, in the future, a CLF can be installed.

With this shift, the canopy will be reduced by 19' and some landscaping elements will be reduced, both of which will result in some cost savings. With the decision made to provide all electric HVAC systems, the existing gas line will also be capped and abandoned.

After these adjustments are made, the project will be re-presented to Conservation Commission on March 13, 2018. It was noted that Kathy S. (COA Director) has the Library Trustee's meeting. Although there is no need for the COA Director to attend this meeting as program will not be discussed, COA members are in fact urged to attend in support of the project.

Additional discussion points and comments:

- Prior to construction, an Order of Conditions will need to be granted from Conservation Commission to temporarily work in the buffer zone during construction. No permanent structures will be erected in the buffer zone. Greg R. suggested preparing a DRAFT Order of Conditions prior to the Conservation Commission meeting on March 13. The DRAFT can be inserted into the project specifications.
- With regard to parking, it was noted that the majority of spaces are designed to be at grade. There is no curbing along the driveway.
- In response to a question about rain gardens, Greg R. explained that rain gardens are not required and that 100% of ground water will be infiltrated and all rain water will be treated.
- Lighting at the parking lot and canopy was discussed. There was general consensus that additional light bollards may be needed in front of the building.
- Gregg Y. noted that given the placement of the bollards, a standard snow blower will be able to be used at the main entry.
- The Town shall confirm whether the existing generator should be salvaged.

MOTION: Michelle C. moved to approve the revised site plan, dated 2/28/18, which was presented today and that if necessary, (69) parking spaces would be accepted in lieu of (71). Michelle C. noted all efforts were appreciated to make these adjustments in one day, since the meeting. George F. seconded the motion. The vote was unanimous with (4) in favor, (0) opposed and (0) abstention.

Greg R. will post the updated progress site plan. Gregg Y. does not recommend the plan be circulated now, as it will be presented to the Planning Board meeting next Thursday, March 8.

Michelle C. noted the following upcoming Town meetings, at which the project will be presented:

- Storm Water Committee - Tuesday, March 6, at 7:00PM
- Planning Board - Thursday, March 8, at 7:00PM

- Conservation Commission – Tuesday, March 13 at 7:00PM

HKA noted that an updated cost estimate is targeted for today or tomorrow.

2. Review Projected Schedule for Project

NV5 reviewed the DRAFT schedule of upcoming dates. Following discussion, dates/times below were determined:

- Thursday, March 8, 2018 – Submit Notice to Central Register by 4:00PM – HKA
- Thursday, March 8, 2018 - Submit Advertisement to Bid - Nashoba Valley Voice - Town
- Wednesday, March 14, 2018 – Construction Documents Available Online – HKA
- Thursday, March 22, 2018 – Site Visit for Potential Bidders – 10:00AM – Town, HKA, NV5
- Thursday, April 5, 2018 - File Sub Bids Due Online – 10:00AM (HKA to prepare a bid tab)
- Thursday, April 19, 2018 – General Bids Due Online – 10:00AM
- Monday, April 30, 2018 – Town Meeting (Article 17)
- Tuesday, May 22, 2018 – Town VOTE
- Friday, June 1, 2018 – Award the Contract and issue Notice to Proceed (NTP)

It was noted that Gregg Y. will spearhead the bidding process through Bid Docs Online. HKA will provide the Town (Dawn Dunbar) with the advertisement to post in the local newspaper. Melissa G (NV5) provided Gregg Y with markups/comments re: the Advertisement to Bid which was included with the latest progress set.

Additional meetings/events/milestones were noted:

- Gregg Y. is meeting with Kathy S. tomorrow, 3/02, to review finishes and colors. A finish schedule will be included in the Construction Documents set.
- COA moves out of current building – 5/23-6/01.
- Fire Department Training. It was noted that if a NTP is issued on June 1, the building would need to be vacated prior to that date. Provided that a NTP is issued on June 1, Mark H. would target the next day (June 2 or June 4) for a Groton Fire Department (GFD) training (which involves burning the building). Specific approvals would be required for the training.
- Groundbreaking ceremony. This event will be scheduled for the week of June 1.

The Town shall confirm whether the existing generator, and any other items or materials within the existing building, should be salvaged prior the GFD training. Gregg Y. suggested placing the generator on a pad and, if needed, in the future, a CLF can be installed.

The Town will carry a line item for FFE. The Town suggested \$125K. Appliances are part of the construction package.

3. Communication Outreach Strategy

John A. believes the Committee should meet separately to discuss outreach. A Committee meeting is scheduled for this purpose next Thursday, March 8, at 7:30AM. HKA and NV5 do not need to attend.

Michelle C. provided a brief update and noted the following upcoming meetings:

- Commission on Accessibility - Monday, March 12, at 2:00PM
- Library of Trustees – Tuesday, March 13, at 7:00PM
- Groton Dunstable Regional School District - Wednesday, March 21, at 7:00PM

It was noted that fundraising efforts are going well and as part of the fundraising concept, a space/room in the new building would be associated with a donation.

It was noted that pending the final cost for the project, Mark H. will be able to determine the impact on the Town tax bill.

Melissa G. reminded Mark H. that NV5 provided a few slides to Peter C. a few weeks ago. The slides outlined the benefits of new construction vs. addition/renovation. Much of the information was extracted from the Reinhardt Feasibility Study report.

4. Approve Meeting Minutes

Gary G. moved to approve the 02/08/18 meeting minutes; Michelle C. seconded the motion. The vote was unanimous with (3) in favor, (0) opposed and (1) abstention (George F. was not present at the 02/08/18 meeting).

5. Next Meeting

Upcoming Building Committee meetings will be on the following dates:

- Thursday, March 8, at 7:30AM

This meeting will be primarily to discuss Community Outreach and Fundraising Efforts. The consultant team (HKA and NV5) will not attend this meeting.

6. Meeting Adjourn

Motion: At 8:50AM, George F. made a motion to adjourn the meeting, seconded by Gary G. The vote was unanimous with all in favor.

Respectfully submitted,

Melissa Gagnon, NV5
[End of 03/01/18 Meeting Minutes]