

**Seekonk Senior Center  
Seekonk, MA**

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Date: February 5<sup>th</sup>, 2015  
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A meeting was held to review schematic design options. The following comments were noted:

**GENERAL DESIGN**

1. BTGA presented four different plan schemes to the committee (attached).
2. Aspects of each plan were discussed to identify the following priorities:
  - a. The elevator located off the lobby was preferred to increase way-finding and decrease travel distance.
  - b. A coat closet was discussed. It was determined that a coat rack or hooks would be optimal to give more square footage to other program spaces.
  - c. It is preferred that the Nurses office be located in a more central location. Alternatively proper signage and space for queuing/waiting during clinics would accommodate their needs.
  - d. The kitchen should be located directly adjacent to the multi-purpose rooms. A pass-thru window for serving is a priority.
  - e. The lobby/café as a central location was preferred. This space should be inviting to encourage people to come back to the center. Smaller gathering spaces for different activities would encourage people to stay and use the space in different ways.
  - f. Storage in the multi-purpose rooms are important for tables and chairs. Extra tables and chairs can be rented/borrowed to accommodate the larger events.
  - g. Having a separate classroom space was determined to be optimal for quiet activities but should not be prioritized over a large multipurpose with the ability to accommodate the most amount of people.
  - h. Movable walls in the multipurpose spaces were determined to be roughly \$40k each. Having multiple movable walls will be an expensive design. It was determined that if the design warranted multiple movable walls, the structure could be strengthened and the wall added as funds were available. Any movable walls to be sound-proof.
  - i. Multi-purpose rooms to be designed to accommodate the previously purchased round tables.
  - j. The classroom/art space was identified as optimally having lots of natural light. Locating it near the existing storefront walls would be good for art classes.
3. There were concerns expressed about getting natural light into the internal spaces. BTGA recommended using Solatubes as a lower cost lighting option. This would be in addition to adding some windows as the budget allows.
4. Design to take into account Phase 2 design options. Work in Phase 1 to accommodate the priority items first.
5. The program should refer to "Executive Secretary" rather than Assistant Director.
6. Plumbing adjacencies were discussed. BTGA will try to limit trenching requirements when designing the bathroom and kitchen spaces.
7. A covered drop off area in the exterior design should be a priority.
8. The committee identified the need for more parking. It was determined that additional parking was out of Phase 1's budget. Additional parking can be added in Phase 2 at the North end of the site.

9. An exterior entry to include gathering space, benches, and space for table and chairs.
10. Consultants are currently reviewing the building and assembling their reports for the schematic design submission.

**NEXT STEPS**

1. Committee to provide BTGA with a site survey to allow consultants to begin their work.
2. BTGA to coordinate with Bernie on design needs including previously purchased table sizes, filing cabinet needs, fax/copier equipment, and overall functionality of the design for staff.
3. BTGA to provide 1-2 updated schemes to be reviewed at the final schematic design meeting.

**SCHEDULE**

1. Final schematic design review to be 2/26/15.

*If any of the above is inconsistent with your understanding, or this meeting memo fails to document any items discussed, please contact our office immediately.*