

**Seekonk Senior Center  
Seekonk, MA**

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Date: February 26<sup>th</sup>, 2015  
Prepared by: Christine Medeiros  
Distribution: Dave Bowden, BTGA File

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A meeting was held to review schematic design options. The following comments were noted:

**GENERAL**

1. The Owner has \$2,292,279.38 for total project budget. This includes A&E fees, permitting, construction, etc.

**INTERIOR DESIGN**

1. MDB presented an updated schematic plan which combined the favored design elements from the previous options.
2. The design optimizes space by having the entrance and lobby area at the core, with program elements radiating from that space. The centralized reception area increases security and promotes a welcoming environment. This design also allows the lavatories to be easily accessible from all part of the program space.
3. The addition of a smaller "flex space" was reviewed. This space allows for smaller uses such as visiting nurses and other consultants. This space could convert into an elevator lobby in Phase 2.
4. A gas fireplace was included in the design as a low cost item that will bring a needed level of visual and physical comfort to the space.
5. The classroom location at the front corner of the building is intended to illuminate activity in the building from the street and increase light for classroom activities.
6. A space should be included within the reception area for a computer work station for guest activity sign-up and for them to work with State websites.
7. The back office space shall be organized in a flexible way to accommodate up to 3 volunteers. This will be difficult if they are all working at the same time.
8. Ample file storage was presented on the scheme. It was requested that (3) 4'-0" lateral files be incorporated into the design. Two are existing, with a need for one more.
9. The presented Multi-Purpose space currently accommodates 110 people at tables. The wider layout of the design allows for better views during presentations.
10. It was agreed upon that the electrical service should be upgraded in its entirety during Phase 1 of this project.
11. The Committee has voted to accept this schematic plan. BTGA will move forward into the Design Development phase of the project.

**EXTERIOR DESIGN**

1. Exterior design options were reviewed. BTGA provided a range of design directions. The first was a minimal approach that could be plan for Phase 1 and then added to in Phase 2. BTGA agreed to study and then estimate Phase 2 exterior options and present them to the board for further review. If money is available, they might possibly be included in Phase 1.
2. Of the options, the committee preferred Design Option C. This was thought to give the Center a more prominent presence and less commercial feel. Option for providing a turn-around driveway

was presented. This would be considered as part of Phase 2. However, it would reduce the number of available parking spaces.

3. The amount of parking will remain as is. No increase in spaces will be designed in Phase 1. The committee is in preliminary discussion with the YMCA for overflow parking needs.
4. The current building has a 4' deep overhang that spans the length of the building, adequate for now to provide a covered walkway to the side entry.
5. The committee will look into options to use the local Vocation High School as a means of building certain external design elements if possible.
6. Green space around the building is desirable.

#### **DESIGN DEVELOPMENT**

1. Window placement will be reviewed in the Design Development stage, including skylight/solatube options. Costs associated with these window options will be analyzed.
2. The storage room will be designed to create maximum utility. BTGA will review specific storage needs with the Owner during Design Development.
3. There was a request to increase storage in the Classroom. BTGA will review millwork/furniture options with the Owner in Design Development. Furniture may provide more flexibility for the space.
4. The kitchen design was reviewed. It was requested that the center island be a low table seating 10 people. BTGA will review optimal kitchen layouts during Design Development. Right now, there is no Kitchen Designer associated with the project.
5. A drinking fountain is desired. BTGA will review in Design Development.
7. The Civil Engineers will conduct a parking lot study during Design Development. Handicap parking spot requirements will be reviewed in Design Development. A member of the audience asked for additional handicapped parking spaces if possible.

#### **NEXT STEPS - OWNER**

1. The Nursing Station equipment will be donated by a community member. The Owner will provide BTGA with further information on the scope of donation and specification of equipment.

#### **NEXT STEPS - OWNER**

1. BTGA to provide the committee with PDFs of the Report, including plans reviewed to date.

#### **SCHEDULE**

1. A Design Development review meeting will be scheduled at a later date.

*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.*