

Seekonk Senior Center Building Committee

April 30, 2015, 7:00 p.m.

Committee: Dave Bowden, Gail Ardito, Bob McIntock , Jan Tabor, Jack Vatcher, and Bob Blanchard.

Guest: Beverly DellaGrotta, (Friends of Friends) Shawn Cadime (Town Administrator), Kimberly Mallon, (Council on Aging) Adriana Dosantos, (Outreach worker) Ashley Pimental, (Council on Aging) Karen Stutz, (Seekonk Human Services) Veronica Brickley (Outreach Worker) Josephine Veader, (Greater Seekonk Kiwanis), Nancy L. Smutek, Phyllis Corbitt, Barbara A. Goodman, (Volunteer-COA), Carl Nielson.

Mary Brewster, our architect, presented the Design Development pencil phase of the Senior Center. The committee had the opportunity to discuss and review this draft to move forward.

Bob Blanchard will take the task of updating information on our website.

The committee received notification for additional services. The description of additional work is as follows:

- Provide fire protection and fire alarm design for the first and second floor office space in the "phase two" of that portion of the building, at a cost of \$6,000.
- BTGA will need to survey existing conditions and incorporate into documents for consulting use at a cost of \$1,110.
- BTGA will need to review and coordinate consultant drawings for this space. Contract document updated and coordinated at the cost of \$1200.

Total fixed fees for services are \$8,610.

A motion was made by Jack Vatcher and seconded to improve the invoice for payment. Motion passed by unanimous vote.

An amendment to the Professional Service Agreement was presented for authorization to proceed with additional services and compensation to include survey services.

A motion was made and seconded for compensation and time in the amount of \$3,800. Motion passed by unanimous vote.

Original Contract Amount = \$23,800

Contract Amendment = \$ 3,800

Total Revised Contract =
\$27,600

An intriguing recommendation was made that in the event we have extra money in our budget, a "Tower" would be built at the entrance of the center to identify our new building.

The Knights of Columbus have offered the use of their parking lot area when available.

The town will be responsible for the demolition and removal of the pool-area.

The committee expresses their appreciation and gratitude to Mary Brewster and her team.

Public speaks. Beverly DellaGrotta suggested a sign stating "Future Site of Seekonk Senior Center" with the cost being absorbed by a Friend of the Community.

Meeting adjourned 8:15 p.m.

Next Meeting: May 21,, 2015

Time: 7:00 p.m.

Location: Town Hall

**Seekonk Senior Center
Seekonk, MA**

Date: April 30th, 2015 – 7:00 PM
Prepared by: Christine Medeiros
Distribution: Dave Bowden, BTGA File

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

GENERAL

1. The design team has formally submitted the Design Development set to the committee for review. This is considered a “pencils down” set in order to coordinate with the trades and get an estimate.
2. Mary Brewster gave an overview of the plans, including furnishing layout & interior design direction.
3. The cost estimate was submitted to the committee. The estimate shows the design is currently on track.

ARCHITECTURAL

1. It was determined a new roof is recommended as part of the scope of work. Its age, condition, and upgraded energy requirement were deciding factors in this upgrade.
2. There is a concern door widths may not be wide enough to fit oversized wheelchairs. Non-standard door widths may increase the budget outside of a feasible range. BTGA to review oversized wheelchair accessibility needs and price increases to non-standard door width. These will be reviewed with the Committee.
3. The exterior addition was reviewed. This work is currently thought to be out of budget. It may be put in the bid package as an alternate. Tri-county may be able to build this item.
4. Picture rails are shown in the design. They are to be used for hanging art work, displays, etc. This will eliminate the need to damage the walls in order to display these items.
5. Floor finishes were reviewed. The products shown at this meeting were deemed acceptable. The products and the intended design make the floor easy to clean with no waxing necessary and having minimal glare problems or tripping hazards.
6. Millwork was discussed. It was recommended that wherever possible standard pieces be utilized, rather than custom millwork, to decrease costs. It was determined the reception desk was the one items that may need to be a custom design. BTGA will specify standard cabinetry for the other spaces as much as possible
7. A question was raised concerning lighting levels from Solatubes. There were concerns with having too much light through the Solatubes while displaying movies. BTGA to review possible light level issues and options for reducing lighting as needed.

SITE

1. A concern was raised about needing run-off drainage at the existing parking lot. This will be reviewed at the Planning meeting Monday.
2. Drawings C3.1 indicated a new curb cutting design. BTGA to review need and cost saving opportunities.
3. It was determined that the survey originally provided to the Town is not sufficient for current work being done. PARE Corporation, civil engineers, submitted a formal proposal to incorporate this work into their scope. The committee previously approved \$2,500 for this work. At this meeting the committee approved an additional \$1,300 to cover the official costs, and this will be sent on to the Board of Selectmen.

MECH./ELEC./PLUMB.

1. HVAC does not show return air in every room. Architectural drawings indicate full height walls. A concern was raised about costs associated with running full height walls. BTGA to review cost versus acoustical separation need and coordinate with mechanical engineer. The most important area to be acoustically separated is the office area, and the offices within it.
2. LED lighting is indicated on the drawings. Sustainable products are used as a design standard. BTGA may consider value engineering these fixtures if costs are too high.
3. The Town officials have determined a full fire protection system for the entire building including the "phase 2" portion of the building will be required in this phase of the project in order to receive permit approval. The design team submitted a formal proposal to the Committee, who approved the additional fees at this meeting, and this will be sent on to the Board of Selectmen.
4. It was identified that the type of heating system was not completely finalized. BTGA to review cost effective options with the engineers.
5. Cox Communications has agreed it is possible to wire the kitchen for recording cooking lessons. It was determined this would be done in a separate contract by Owner's other forces.
6. It was noted that the drawings currently show connecting fire protection systems with the fire department. Fire alarm connections to go to the local Police department. BTGA to coordinate this item with the engineers.

NEXT STEPS

1. BTGA will start a list of items that can be value engineered if the bids come in too high. We will need to review the bidding process and regulation with the Town to incorporate alternates into the bid documents.
2. BTGA will start a list of items that can possibly be outsourced to Town departments and the Tri-county group. The committee will review and coordinate with the design team in order to properly develop the bid documents. Demolition and landscaping were noted as possible work to be done by Town departments. BTGA to review internally the implications of allowing demolition be done by a Town department.
3. BTGA to provide the committee with a list of possible items that can be donated by others. The Town to provide committee members with a letter describing the project to use in solicitations.
4. There was a request to have operable windows in the offices. BTGA to review options and provide if financially feasible.
5. Furniture in the offices to be reviewed with the user group to be sure their needs are met.

SCHEDULE

1. Test pits are scheduled for May 1, 7am. Committee members may elect view this work.
2. A meeting with the planning department and the design team is scheduled for May 4th, 9am. Committee members may elect to attend this meeting.
3. The board of selectmen will meet Wednesday, May 6th, where they will be asked to approve the additional proposals.
4. BTGA to coordinate with the committee to setup design meetings with the consultants during the Construction Documents phase.
5. A meeting has preliminarily been scheduled to review finishes and further design progress for May 21st, at 7pm.

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.