

**DIETZ & COMPANY ARCHITECTS, INC.**  
 17 Hampden Street  
 Springfield, MA 01103  
 413.733.6798 ph  
 413.732.4385 f

## MEETING NOTES

**MEETING DATE:** October 30, 2015

**MEETING:** DESIGN MEETING NO. 2

**PROJECT:** Greenfield Senior Center  
 Project No: 21546

**LOCATION:** Davis Street Site and Town Hall Meeting Room  
 Greenfield, MA

**PRESENT:**

Ginger Carson, Committee Member  
 Larry Jubb, Committee Member  
 Jerry S. Moore, Committee Chair  
 Jean Wall, Committee Member  
 Hope Macary, Senior Center Director  
 Lane Kelly, Finance Director/CPO  
 Kerry Dietz, Dietz & Company Architects (DCo)  
 Dan Pallotta, P3

**DISTRIBUTED TO:**

Meeting attendees  
 Peter Wells, Berkshire Design Group (BDG)  
 Roger Harris, Creative Environment Corporation (CEC)  
 Bill Barry, Barry Engineers and Constructors, Inc. (BECI)  
 Peter Timothy, A.M. Fogarty (AMF)

**Corrections to previous meeting notes:** None.

**Attachments:** 2015-10-30 Preferred Site Plan Option  
 2015-11-01 Program  
 2015-10-27 Schedule

### I.4 OVERALL SITE DISCUSSION – OFF AND ON SITE

10/23/15 – The existing school will not be considered for re-use for the senior center. However, the schedule is unclear as to when it will be vacated and if the building will remain during or after the construction of the new center. The community gardens may need to be relocated either on or off site, especially if the school is to remain. A minimum of 60 parking spaces will be provided, pending a review of the zoning requirements. A desire for the ability to install solar panels on the building, as well as to have south-facing outside space was discussed as desirable. Kerry will prepare a number of site options to review for the next meeting. Item continued.

**Action:** Due  
**DCo** By:  
**BDG** 11/13

10/30/15 – Kerry presented four possible options for site layouts for discussion, including variations on the school remaining or not remaining, the community gardens remaining or not remaining. Preliminary Site Plan Option I was selected and approved by the Committee, with some tweaks suggested by Dan and the Committee. The revised version of this plan is attached. Kerry will work with Berkshire Design Group (BDG) to refine this option, as well as to create a building footprint in alignment with the program and this site option. This will be discussed at the next Building Committee meeting on November 13<sup>th</sup>. Item continued.

### I.5 OVERALL BUILDING PROGRAMMING DISCUSSION

10/23/15 – Hope Macary brought her preliminary list of spaces/program for discussion. This was reviewed in detail and will be reflected in a revised program to be prepared by Kerry for discussion at the next meeting. Item continued.

**Action:** Due  
**Record** By:  
 N/A

10/30/15 – Kerry brought a revised program which took the previous information and tweaked it, creating a minimum and maximum square footage. After some discussion, the minimum square footage program was approved and will be the basis of the project going forward. Dan is very concerned about size creep and encouraged all to be diligent in keeping the project at 12,000 square feet gross as a maximum. The final approved program is attached. Item closed.

## 1.6 OVERALL PROJECT BUDGET

10/23/15 – Lane indicated that \$6.5 million for a total project cost has already been allocated in the capital budget, however, ideally she would like to see it at \$5.75 million. Based on preliminary discussions of the size of the building, if the building were 10,000 sf, the building cost (not total project cost) would be approximately \$3.25 million and if it were 12,000 sf, the building cost would be approximately \$3.9 million. Dan will continue to refine the overall budget and present this at the next meeting. Item continued.

**Action:** Due  
**P3** By:  
11/14

10/30/15 – Based on the previous determination of the program and building size at 12,000 sf, the building cost would be approximately \$3.9 million. Dan will continue to refine the overall budget and present this at the next meeting. Item continued.

## 2.1 PROJECT SCHEDULE

10/30/15 – Kerry handed out the latest revised schedule. The next meetings are as follows:

November 13, 2015 – Review BDG refined site plan, preliminary building plan  
November 20, 2015 – Review revised building plan, preliminary elevations

**Action:** Due  
**D Co** By:  
N/A

Item continued.

## 2.2 ADDITIONAL SITE INVESTIGATION WORK

10/30/15 – Kerry and Dan discussed the need to do borings and test pits on site, which will probably involve disturbance of the existing community gardens. Kerry will prepare a plan for Dan indicating where these should occur. It was proposed that Jerry, Dan and the Mayor meet with representatives of the community gardens for preliminary discussions. Item continued.

**Action:** Due  
**D Co** By:  
**P3** ASAP  
**Comm**

**Next meeting will be held at: Greenfield Town Hall from 9 am to 11 am on Friday, November 13, 2015.**

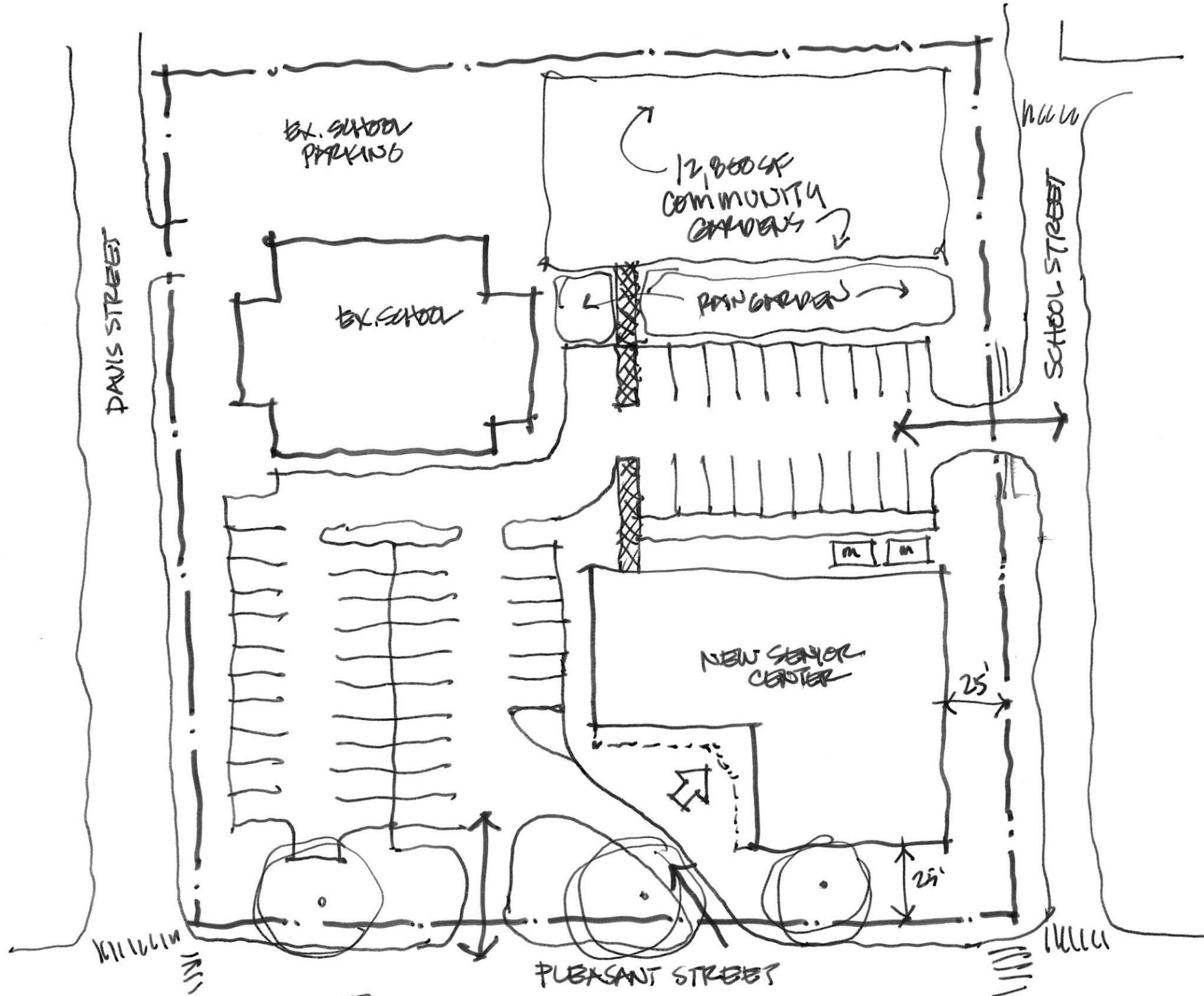
To the best of my knowledge and belief, these meeting notes are considered to be a true and accurate record of all items discussed. The undersigned shall be notified, in writing, within ten days of the date below, of any corrections or additions; otherwise, these minutes shall be considered accepted as written.

Respectfully submitted:

**Kerry L. Dietz AIA LEED AP**

Date Prepared:

November 1, 2015



SCALE  
 1" = 40'-0" ⊕ 10/30/15

# PROPOSED PROGRAM GREENFIELD SENIOR CENTER

Prepared by  
Dietz & Company Architects, Inc.

27-Oct-15  
1-Nov-15 Revised

Space	Minimum Net Square Feet	Comments
<b>Entry</b>		
Vestibule	110	With benches, holding area for 3-4 seniors
Entry lobby	600	Small "Kitchen Cupboard" for food and other free items
Reception desk area	150	Computer check in close to door
Pamphlet/information area	0	Strategically placed bulletin board or rack
Lounge	400	Seating and conversation area with puzzle table(s), no coffee pot
<b>Administration</b>		
Executive Director	160	Table for 3-4 chairs, possible escape door
Activities Director	110	Meets with one person at a time
Business Office	100	Could be open
Volunteer Coordinator	100	Needs confidentiality
Social Worker/Outreach	100	Needs confidentiality
Small Conference Room/Growth Office	120	
Guest Professional Office	150	With sink, reclining chair, SHINE, Benefits counseling
Kitchenette	24	
Staff Restroom	64	
<b>Function Areas</b>		
Café	300	Breakfasts, counter, teaching kitchen
Gallery	2000	Display, seat 100 in tables and chairs, 600 sf stage
Gallery Storage	100	
Kitchen	240	
Kitchen Storage	100	
Kitchen Office	80	
Kitchen Staff Restroom	64	
Restrooms	330	
<b>Program Areas</b>		
Group Fitness Room	800	Wood floor, mirrors, bars, storage and cubbies for personal items
Cardio and Weights Room	400	
Recreation Room	260	Putting green, pool table(s), TV
Computer Training Room	300	Laptops on carts, stored when not in use
Arts and Crafts Room	300	North light ideal, sink and counter, storage in room
Classroom/Meeting Room	400	COA meetings, community presentations, mixed use, locate near front door
<b>Miscellaneous</b>		
Custodial Office and Storage	160	
Laundry Room	80	
Other Storage	200	
Mechanical Room	140	
Electrical Room	140	
Server Room	80	
<b>Subtotal</b>	<b>8,662</b>	<b>net square feet</b>

Circulation and partitions at 40%

3,465

**Total Gross SF**

**12,127 gross square feet**

