

MEETING NOTES

MEETING DATE: November 13, 2015

MEETING: DESIGN MEETING NO. 3

PROJECT: Greenfield Senior Center
Project No: 21546

LOCATION: Westfield Senior Center
Westfield, 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/CFO~~
Kerry Dietz, Dietz & Company Architects (DCo)
Jeff Manley (DCo)
Peter Wells, Berkshire Design Group (BDG)
Dan Pallotta, P3

DISTRIBUTED TO:

Meeting attendees
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: 2015-11-13 BDG Preliminary Site Plan
2015-11-13 DCo Scheme 2 Preliminary Floor Plan

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.

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 1 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 13th. Item continued.

11/30/15 – Peter Wells from Berkshire Design Group (BDG) presented a preliminary site plan for review. The following possible adjustments were suggested:

- Move the building to within 10 feet of the property line along School Street so that another row of parking can be provided on the west side of the site.
- Provide another vehicular entrance/exit on Davis Street.
- Move the entry drive to the front door so that there is minimal pedestrian travel without overhead protection.
- Providing handicapped accessible parking between the entry drive and Pleasant Street.
- Easy access for box trucks (not 18 wheelers) to the kitchen to provide for loading and unloading of food and brown bag lunches.

The site plan will be revised to reflect these adjustments, as well as to adjust for any building changes. The final schematic design site plan will be reviewed at the 11/20/15 meeting. Item continued.

Action: Due
DCo By:
BDG 11/20

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: 11/20

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.

11/13/15 – The project budget was not reviewed at this 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.

11/13/15 – Kerry discussed the overall schedule, as follows:

November 20, 2015 – Review revised site plan, revised building plan, and preliminary elevations
December 4, 2015 – Review Schematic Design package to be given to the cost estimator for pricing.
January 8, 2016 – Meet to review and approve Schematic Design budget.

Additionally, Lane would like to do a presentation in December to the Town Council and request the money for continuing the services beyond the Schematic Design phase.

Kerry estimated the following time periods that would be needed for the next phases:

Design Development	2 months	½ January, February, ½ March
Construction Documents	4 months	½ March, April, May, June, ½ July
Bidding	2 months	½ July, August, ½ September
Construction	10 months	½ September, October 2016 to July 2017
Building Commissioning and Fit Out	1 month	August 2017
Move In		September 2017

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: ASAP
P3
BDG

11/13/15 – Now that the site plan has been refined and the conversation with the community gardens folks has happened, DCo and BDG will produce a plan of where we want borings and test pits. Dan will arrange for these services. Item continued.

3.1 TOUR OF WESTFIELD SENIOR CENTER

11/13/15 – The Building Committee, Dan, Peter and Kerry toured the newly opened Westfield Senior Center. Some observations were as follows:

Action: Due
Record By: NA

- Colors are too muted or lack contrast for face recognition. Colors should be warmer.
- Finishes were discussed as they would related to the new Greenfield Senior Center.

- A preference was noted for rubber flooring over vinyl due to scuff resistance.
- Acoustics was determined to be important.
- Lighting was discussed relative to the use of LEDs almost exclusively now.
- Lighting controls should be simple – on/off and occupancy sensors only.
- Discussed chair rail versus handrails in spaces. Can be used for color differentiation and steadying.

Item closed.

3.2 REVIEW OF PRELIMINARY FLOOR PLANS - SCHEMES 1 AND 2

11/13/15 – Kerry presented Schemes 1 and 2 for discussion. Adjustments were suggested as follows:

Action: Due
DCo By:
11/20

- Provide a fenced in patio at the exterior of the lounge.
- Provide doors that will allow the Gallery and Café areas to be used after hours without access to the rest of the facility.
- Remove the wall between Fitness and Cardio and make it one big space.
- In the Administration wing, switch the conference room with the office immediately behind the reception desk.
- Extend the reception desk further out into the lobby and provide a pull down gate behind it for security.
- Look at eliminating the additional corridor in the Program wing.
- Storage and coat closets should be provided within in all program spaces, rather than in the hallways.
- An art rail should be provided in Program spaces and public areas.

With these changes, Scheme 2 was approved to move forward to Schematic Design. A hard line version of the revised floor plan will be reviewed at the 11/20/15 meeting and will form the basis of the design going forward with adjustments for code and mechanical/electrical coordination issues. Item continued.

Next meeting will be held at: Greenfield Town Hall from 9 am to 11 am on Friday, November 20, 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 16, 2015



LOCUS PLAN - Not To Scale Map Data © 2015 Google

REGISTRY USE ONLY

Preliminary

Owner Of Record
 Town Of Greenfield
 14 Court Square
 Greenfield, Massachusetts 01301

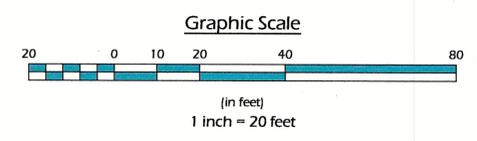
LOCUS
 141 Davis Street
 Greenfield, Massachusetts 01301
 PID: 68-1-0
 Deed Book 489, Page 38
 Plan Book No Reference

Notes

1. The Record Conditions And Boundary Retracement Survey Depicted Hereon Was Obtained By A Partial Field Survey On November 5-9, 2015 By The Berkshire Design Group, Inc.
2. The Purpose Of This Plan Is To Provide A Plan Illustrating This Surveyors Interpretation Of Constructed Improvements, Natural Features, Observable Monuments, Obtainable Plans And Deeds Of Record, Witness Testimony, And Any Other Plans And Deeds Which May Affect The Locus Property At The Time And Date Of The Partial Field Survey.
3. This Plan Does Not Show Any Unrecorded Or Unwritten Easements Which May Exist. A Reasonable And Diligent Attempt Has Been Made To Observe Any Apparent, Visible Uses Of The Land; However, This Does Not Constitute A Guarantee That No Such Easements Exist.
4. This Plan And Survey Were Prepared Using GNSS And Conventional Survey Methods. A Leica TS15 Total Station Was Used Having An Accuracy Of 5" And 5 PPM. A Leica GS14 Network RTK Was Used Having Subcentimeter Accuracy. All GNSS Data Is Post Processed With Rapid And Precise Ephemeris To Produce The Most Accurate Results Possible.
5. All Improvements Shown Hereon Have Been Spatially Fixed To A Locational Tolerance Of Not More Than 1/10th Of The Plan Scale. Positional Tolerance Does Not Exceed Allowable Standards.
6. The Basis Of Bearings, Azimuths, And The North Arrow Shown Hereon Is The Massachusetts State Plane Coordinate System (NAD83). The Basis Of The Elevations Depicted Hereon Is A Grid Separation Calculation Based On Geoid12A Resulting In NAVD88.

Preliminary

I Declare That This Survey And Plan Were Prepared In Accordance With The Procedural And Technical Standards For The Practice Of Land Surveying In The Commonwealth Of Massachusetts And That This Plan And Survey Have Been Prepared In Accordance With The Rules And Regulations Of The Registers Of Deeds And That This Plan Shows The Property Lines Of Existing Ownership And The Lines Of Streets And Ways Shown Are Those Of Public Or Private Ways Already Established And That No New Lines For The Division Of Existing Ownership, Or New Ways Are Shown.



The Location Of All Underground Utilities Shown Are Approximate And Are Based Upon A Field Survey And Compilation Of Plans Of Record. Berkshire Design Group, Inc. Does Not Warranty The Location Of All Utilities Depicted. Only Record Information Provided By The Respective Utility Owner And Independently Verified By Berkshire Design Group, Inc. Is Shown Hereon. The Contractor, Engineer, Or Architect Prior To Commencement Of Construction Or Design, Shall Verify The Location Of All Utilities And Contact Dig Safe At 1-888-344-7233.

Revisions

David A. Gosselin, PLS #45720 Date

Record Conditions Survey Plan Of Land
 Located In
Greenfield, Massachusetts
 (Franklin County)

Prepared For
Town Of Greenfield

Scale: 1" = 20' November 11, 2015

The Berkshire Design Group, Inc.

Landscape Architecture
 Civil Engineering
 Planning
 Land Surveying

4 Allen Place, Northampton, Massachusetts 01060
 (413) 582-7000 FAX (413) 582-7005
 Email: bdg@berkshiredesign.com Web: http://www.berkshiredesign.com

Sheet 1 of 1

15.119.rec.rev00.dwg



GREENFIELD SENIOR CENTER
SCHEME 2
 DIETZ AND COMPANY ARCHITECTS SCALE: 1/16"=1' 11-13-15