

## 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)

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**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 13<sup>th</sup>. 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  
**DCo** 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  
**DCo** 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