



## MEETING NOTES

**MEETING DATE:** December 4, 2015

**MEETING:** DESIGN MEETING NO. 5

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

**LOCATION:** Greenfield Town Hall  
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)  
~~Jeff Manley (DCo)~~  
Peter Wells, Berkshire Design Group (BDG)  
Dan Pallotta, P3  
Mayor William F. Martin

**DISTRIBUTED TO:**

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

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

**Attachments:** 2015-12-04 DCo Schematic Design Package  
2015-12-04 DCo Outline Specifications

### 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  
**Record** By:  
N/A

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.

10/30/15 – 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.

11/20/15 – Peter Wells presented Site Schemes A and B. Scheme B with the following modifications was accepted and will be revised for the next meeting:

- Eliminate the entrance/exit to Davis Street.
- Add parking to fill corner created by elimination of this entrance/exit.
- Retain northwest corner for a rain garden, but also plan for storm water retainage under the pavement.
- Ensure that there is 60 feet width to allow for a future row of parking along the northern property line if it is needed in the future, although it will not be a part of this project.
- Place the dumpster enclosure along the northern parking, diagonally out from the northwest corner of the building.
- Change the Handicapped Accessible parking indicated to the south of the front entrance to Mobility Impaired. Provide additional Handicapped Accessible parking along the west edge of the building to meet code and make the balance be Mobility Impaired.
- Spaces will be increased in size from 9'-0" to 9'-6".
- Striping in the parking lot shall be yellow.

Scheme B is based on locating the building 10 feet off of the eastern property line. Peter has been in touch with Eric Twarog, he indicated that he has received the OK to seek legal opinion as to whether or not we can use the 10' setback vs. the 25' without seeking a variance. He will let us know as soon as he hears back from them.

Peter has also sought clarification on the number of spaces to be provided per the Zoning Ordinance. He indicated that Eric Twarog said we should use the designation "Community Center" to calculate the parking. This means we should use the following formula: One (1) space for each three (3) seats or five (5) linear feet of bench area **OR** one (1) space for every forty (40) square feet of floor area open to the public whichever is greater. Item continued.

12/4/15 – Peter from BDG presented the revised site plan, which reflected the changes requested at the previous meeting. A slight adjustment will be made to make the spaces at the entry be angled and provide fewer spaces to allow a less tight turn. Site layout was approved. 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  
**DCo** By:  
1/8

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.

11/30/15 – Kerry distributed Dan's project budget, dated November 19, 2015. Kerry indicated that she would review and comment. Item continued.

12/4/15 – Kerry had sent her comments to Dan. Dan left copies of the revised budget for review. Cost estimate will be reviewed 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  
**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.

11/20/15 – No new information. Item continued.

12/4/15 - No new information. 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  
**Record** By:  
N/A

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.

11/20/15 – No new information. Item continued.

12/4/15 – Kerry will get boring and test pit locations to Dan for implementation. (Post Meeting Note: This was done on 12/14) 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  
**Record** By:  
N/A

- 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.

11/20/15 – The Schematic Plan, dated November 20, 2015 was reviewed, with the following changes or additions:

- Room 116 – Fitness/Cardio will just be indicated as Fitness and Cardio equipment will go elsewhere. The room will have high windows with mirrors below along the east wall. The southern wall will have

12" deep storage in a combination of open and closed cabinets. The closets on the west wall will be removed.

- Room 101 – Vestibule will be increased in size to accommodate double doors on the western side.
- Room 104 – Gallery will have high windows along the northern wall with a screen mounted below.
- Room 118 – Rec Room will be opened up to Room 119 – Lounge and sized to fit a pool table.
- A request was made for an additional accessible unisex restroom somewhere near the group restrooms.

The changes will be incorporated into the revised Schematic Floor Plan. Item continued.

12/4/15 – Kerry presented the revised Schematic Floor Plan, which was approved reflected the changes requested at the previous meeting. A slight adjustment will be made to provide an additional bump out of the building along the south elevation in order to provide a shed roof. Item closed.

#### 4.1 REVIEW OF PRELIMINARY EXTERIORS - SCHEMES 1, 2 AND 3

11/20/15 – Kerry presented 3 schemes for massing and roof treatment for the senior center. A combination of Schemes 1 and 2 will be pursued, with the following changes/additions:

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

- In lieu of shed dormers, provide “doghouse” dormers.
- Dormers will be provided on the south side at the Gallery and the Café, on the west side at the open area of the administrative offices, on the east side at the Fitness Room, and on the north side at the Gallery.
- The stepped gable end of Scheme B will be provided on the southern end of the administrative wing.
- There will be a covered walkway along the southern side of the Gallery to the Vestibule.
- The covered walkway along the administrative wing will be eliminated.

The elevations will be revised to incorporate these changes. Item continued.

12/4/15 - Kerry presented the revised Elevations, which were approved reflected the changes requested at the previous meeting. A slight adjustment will be made to provide an additional bump out of the building along the south elevation in order to provide a shed roof. Item closed.

#### 4.2 HEATING, VENTILATION AND AIR CONDITIONING

11/20/15 – In the interest of time, Kerry requested permission to pursue the development of the options on the HVAC systems without the full participation of the Building Committee. DCo will work with their engineers to develop the systems and will run them by Dan. Item continued.

**Action:** Due  
**DCo** By:  
**CEC** 1/8

12/4/15 – The engineer’s recommendations were incorporated into the Schematic Design package and will be reviewed following the receipt of the cost estimate and during the Design Development phase. Item continued.

#### 5.1 OIL TANK REMOVAL

12/4/15 – Lane will start the process of having the oil tank removed. Item continued.

**Action:** Due  
**ToG** By:  
1/8

#### 5.2 OWNER/ARCHITECT CONTRACT

12/4/15 – Kerry had sent out a draft to Lane and Dan for review. Dan will provide some additional contract language for Lane. Kerry will do a final review and sign. Item continued.

**Action:** Due  
**P3** By:  
ASAP

#### 5.3 POSSIBLE WORK BY THE OWNER

12/4/15 – Lane indicated that the Town might be able to replace the bituminous sidewalks along Davis Street and School Street as a separate project. She will confirm with the Town DPW. Kerry to get square footage information to Lane. Item continued.

**Action:** Due  
**ToG** By:  
ASAP

Next meeting will be held at: **Greenfield Town Hall from 9 am to 12 am on Friday, January 8, 2016.**

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:

December 13, 2015

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