

TCP BUILDING DESIGN COMMITTEE

Gregory Roy, Chair
David Blatt, Vice-Chair
Michael-Ray Jeffreys, Member
Brian Lehtinen, Member
David Passios, Member
Matthew Allison, Member



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Meeting Minutes

January 13, 2021 5:30pm

Members Present: Greg Roy, David Passios, Brian Lehtinen, David Blatt, Michael-Ray Jeffreys, Matthew Allison

Members absent:

Architects: Ed DiSalvio, Tom Lam

Town Employees: Steve Walker, Heather Lemieux, John Londa

Community Guests: Lunenburg Ledger

Meeting called to order at 5:33pm.

Public Comment:

Greg Roy asked if any members of the board have any conflicts tonight where they have to leave early. David Blatt stated he has to leave around 7pm.

Steve Walker, 227 Pleasant Street, also the chair of the public access cable committee stated he sent an email to Greg at the end of last year just wanted to make sure that the topics got properly covered which may or may not be simple. The first one is that the last meeting there was a discussion on the outside doors for the buildings and Steve Walker wanted to remind the committee that PACC also needs an outside door to the building for out of house access and would request that it has the same appearance as the other doors, needs card access, as well our main corridor entrance or the internal corridor of the building not the internal one of PACC needs to look like the other entrances. Also PACC needs to have a monitor mounted right next to the door in whichever manner meets code and doesn't cause an obstruction in the corridor such that PACC can have a silent display of our channels plus one additional internal channel or just switch it to one channel so in the design for the internal doors we would like to ensure that that is included. The third topic to raise is the building needs a loading dock in all probability not only for making the major move when it's necessary but also on an ongoing basis suppliers, office supplies, new copiers, but also PACC will need occasional access to something like that and if PACC could be part of any discussion you may choose to have on that. Dave Passios stated he wanted to bring the attention of the committee and thank Mr. Londa and his maintenance crew, an issue was brought to his attention on the outside of the Passios building, a panel had actually fallen off

between one of the windows on the west wing exposing two by fours and allowing rain and snow to get into the interior wall and possibly run down and damage interior finishes. Once they were made aware, it was taken care of very quickly and publicly thanked them.

Update from Design Team:

A review of updated plans and information from the architects on the design team. Tom sent out some materials this evening but I'll turn it over to Tom and Ed.

Tom Lam: I'd like to have Ed do some updates first. Ed has another commitment that he has to leave around 6:30

Ed DiSalvio: Right before this meeting we sent out an updated civil site plan that showed the parking areas of the new full depth pavement and the overlays. What's different with this plan from this evening from one you've seen previously is we've added back in the existing sidewalks around the west wing based on our recent user meetings for the west wing we were told that they'd like to keep the existing exterior doors. What's different from the previous version is the west wing previously we were going to remove all that sidewalk because it was intended to remove all those existing exterior doors and we had some additional meetings with the user groups and they would like to keep those exterior doors as a second means of egress so we've kept those walkways and the purple color indicates we're doing a bit pavement overlay over those existing walkways. All the other walkways that are to remain we are also doing an overlay on the east parking lot which was brought up at the last meeting. As well we took a second look at the pavement in that east parking area and agreed that it should be overlaid with a fresh coat of pavement. The new parking is the same parking counts.

Brian Lehtinen: I like the sidewalk on the north east for access for the kids from the middle and high school I think that makes sense for that walkway. I did have a question, did you consider kids coming from the middle in high school going to the boys and girls club towards that southwest. I feel they would follow that crosswalk continue west, there should be a consideration of a crosswalk in that southwest corner to make sure that we don't have kids crossing traffic trying to get to the boys and girls club

Dave Passios: Ed if you can give me a number of feet of area impacted from either the existing walkway along the front west wing or off the foundation of the building to up into where the retaining wall is and where the road will be constructed and parking. I'm wondering how much of that area is going to be impacted by the construction and grading and so on and so forth.

Ed DiSalvio: I'll have to ask our civil engineer to checked out on his cad drawing to give you an actual number on that.

Dave Passios: From the foundation of the existing building to the outside of the excavation to create that road through perpendicular from the belt and at the upper corner also where the retaining wall is going to be because there will need to be a don't disturb area that's more conservation but beyond that green area there's going to be an area that's going to be dedicated to grading and no impact on that wall

Matthew Allison: You have existing sidewalks and then you're going to build the new sidewalk in front of the parking side from the existing trees which I'm not even sure the condition of. Is there a reason not to bring the nose of the parking stalls right up to the existing walk instead of building a second one?

Greg Roy: does it make sense to talk about the doors then we can back into the walkways.

David Blatt: I say my big thing is why we have so many doors still especially since those doors are in the middle of somebody's office, needing to be fire rated and they're going to have to have card access. Those are really expensive and it's a single floor.

Tom Lam: We were talking to a couple of the users and they found that if the doors are there then in case there's a fire at the entries of the department there is a second way out. Looking from the building code standpoint none of the office areas require a second means because of the number of occupancy so from the building code standpoint it is not required and the fact that architectural assessment reports show they are in reasonable conditions that they could be saved. We would change the hardware only but keep the doors, essentially nobody can get in, only it can be opened out.

Michael-Ray Jeffries: I agree I think that having a private entrance is probably nice to have but I think it comes with the cost and if they are just going to be exit only and emergency handles then that will resolve my concerns but then I don't see the point in having all the sidewalks that have to then be maintained and shoveled and taken care of.

Discussion took place to run narrow walkways directly out to the parking lot sidewalk and eliminate the one that runs parallel to the building or just pads outside each door. Discussion took place on whether to save the trees because that's a lot of wasted space, typically putting the parking closer to the building.

Discussion took place on if they can slide that driveway maybe closer to the building.

Dave Passios: I move that we instruct the engineers to move the parking lot, remove the trees, and move the parking lot up to the existing walkway and any other changes that they see are necessary to accomplish that, with the intent of planting new trees, seconded and roll call vote: Brian Lehtinen, aye, Michael-Ray Jeffries, no, Dave Passios, aye, Matthew Allison, aye, David Blatt, aye, Greg Roy, aye.

Ed DiSalvio: We have started the construction cost estimate. The different design disciplines have been providing drawings and sketches and design narratives to our cost estimator Tom and I actually had a couple of specialty meetings today with our design team in the class estimator on the building envelope and the HVAC so we're working hard on that cost estimate pulling all the pieces together. We are also doing the soft cost side of it in addition to the hard cost side so you have the full picture and one of the questions pertains to escalation.

Discussion took place on the timeline of the project to add that escalation cost.

Ed DiSalvio: I think this construction is going to be say 12 months all in to the construction duration.

Tom Lam: I'd like to discuss with the committee the loading dock issue. From the school standpoint to move the directors and the nurse office closer to the door where the students are coming in for the ace program they also want to add some sort of a kitchen with a stove so we need to make sure we talk to our engineer about that we want to define this kitchen washer dryer area so we're just going to change the floor coloring to make it look a little different. The other two changes are to swap the location of the extended day with community link. They found us better to be on the other side so cost wise is not going to make any difference. Regarding PACC area, it's not necessary to have another interview studio so we're making the master studio bigger, we are creating a server room here that used to be another

function one of the things that Steve brought up was the packs area would be opened after hours so he wants to make sure that there's security that people coming from the packs suite when they have to go to the bathroom, they won't have access to the conference rooms or to the other parts of the building. That's why we put in after hour limited access. Steve mentioned earlier there are some very expensive equipment that needs to be stored or transfer into the building if there's a discussion of the loading dock so I wonder if this is an appropriate time.

Michael-Ray Jeffries: Looking over these plans first of all I think a lot of work has been done so really thank you for all the hard work that's been put into this. My only question is about staff bathrooms. I think it's really important for staff to have a dedicated bathroom but I don't know if it's necessary to have a dedicated male and female bathroom of this size given the amount of staff that are in the building so I would be in favor of converting one of these bathrooms to leaving one as a staff bathroom and then converting the other one to another public female bathroom. So that would be my preference, it's a one unisex staff bathroom and one additional public female bathroom.

Discussion took place on the location of the family toilet and ADA toilets.

Tom Lam: the building or the plumbing code does not segregate public toilets or staff toilets so the way that we located the toilets is really we need a certain number of male toilets and female toilets so from the plumbing code standpoint we have the number of toilets.

Discussion took place on the loading dock.

Steve Walker: PACC doesn't need a dedicated loading dock. The concern was when we started talking about two things, one was first moving into the building, and in the normal operation of the building you are likely to need somewhere where you can have deliveries.

Greg Roy: I think that loading docks are expensive uh the others preface with I've designed some, there's a whole host of logistical issues particularly on this building where I can't envision a spot where we would have the grading that would really allow for a nice smooth transition where we wouldn't have to create like a ramp and then you have all kinds of drainage issues and issues moving snow and if we're doing it for a pretty infrequent thing.

Discussion took place on possibility of instead of having stairs making that a ramp a handicap accessible ramp so this way if you want to move things. Code was discussed and likelihood that it was not going to be that convenient to use it.

Greg Roy: If it was a situation where it was going to be more frequent or something that you know it might it might make sense but I just it just doesn't seem to me that it's going to rise to that level.

Tom Lam: So there's another uh pack related issue and there parking is needed for one of the New trucks where all the equipment is being stored so we had a discussion about security for that truck parking in this facility. I believe the garage is currently used by the facilities departments and so I I don't know if the committee has any idea or comments regarding security of a van being parked in this area around the building in one.

John Londa: We were looking to retain that for school maintenance. That's the only heated garage space that we have available so we were looking to try to retain it.

The budget was discussed in regards to furniture needs and cost estimates. Tom would reach out to local vendors the town manager uses. Flooring was discussed and standardized flooring was preferred.

A discussion took place on sliding windows at the transaction counters. We all agree that there should be because of covid there should be some sort of a separation, some sort of a barrier. The town manager would really prefer to have a sliding window.

Town Manager: I think there is a customer service vantage point that I think a sliding window adds and as well as addressing security in our current day of age.

Tom Lam: Steve's group is taking care of the studio equipment so I'm not going to be including that in the soft cost.

Discussion took place on the kitchen equipment.

Tom Lam: I would say with the size of what you have it may be talking about \$250,000 to \$300,000. Discussion took place on if we want to raise funds later as a part of another project. There will be some sort of a generic commercial kitchen.

Tom Lam: Can we discuss equipment for the meeting rooms and the conference room area.

Greg Roy: It should be included in the cost estimate for the meeting rooms. We need to be able to conduct meetings with cameras in those rooms. The studio at town hall would be relocated and if we're going to outfit as much as we can with what we've currently got.

Discussion took place regarding vaults, security cameras, panic devices, and including them in the cost. Discussion took place on stage and that it was not needed at this time to be included in the cost. Also discussed was furnishings for meetings rooms.

Discussion took place to just to remove all the lead paint because we are touching and there's a lot of partitions that need to be reconfigured so we may have only a few walls with lead paint that's not being removed so we are proposing that lead paint just be completely removed from the building. Discussion took place regarding the chimney would be very expensive to repair and to take the chimney out.

Discussion took place on the importance of taking account acoustics in room design.

Review and Approval of Meeting Minutes: Dave Passios moved that we approve the minutes as presented for November 30th and December 14th, Brian Lehtinen seconded. Brian Lehtinen, aye, Matthew Allison, aye, Dave Passios, aye, Greg Roy, aye.

Public Outreach: discussion took place on when to have a public forum sometime in February or March.

Public Comment:

Karen Menard: I have question on your public outreach part and not fully understanding it if your intention is to present to the public and get feedback from them the closer you get to presenting this at town meeting the less of an opportunity you'll have to take their feedback into consideration I guess I'm just not sure what the purpose of public outreach meeting is if you're getting down to the wire.

Matthew Allison: I'm going to regurgitate some things and make some new points. The schools didn't want this building, they gave it to the town the town decided to take it and make a municipal space out of it now we've got the school uses. We filled every nook and cranny of this building with whatever it's filled with but there's no room for expansion. There's three things this town typically cares for and provides for schools, public safety, and seniors. This is the opportunity for a municipal space for everybody between 20 and 50 to have opportunity.

Dave Passios: a request for a future agenda item to discuss amongst the committee members talking about the historical significance of the Passios building.

Brian Lehtinen: I would talk about school programming. If they had to, they had this discussion before that they could go back to Turkey Hill or the primary school but there wasn't a designated space just for those after school programs and it wasn't ideal to put it in the cafeteria for programming and it didn't make sense to put it back into the classrooms where they're using somebody else's classroom, where that teacher has all their setup and they're ready to go for the next school day. The idea was that it had a separate space for that programming similar to the boys and girls club that have a separate space for their programming. And that age group, for the extended day, is a different age group that doesn't have their own separate space for their programming.

Greg Roy: I would echo Dave and Brian but I think Dave in particular and just say thanks Matt. I think that there's that's not the only one in town that feels that way perception is everything. I appreciate you bringing it up if for nothing less than directing our thoughts to make sure that we are clear on how that all came to be. I think to Brian's point we probably got the most input in this process was from the school department and the superintendent was on quite a bit. The space is not being renovated to a point where we're sort of eliminating options for its future use.

Motion to adjourn made by Matthew Allison, seconded by Dave Passios, Brian Lehtinen, aye, Matthew Allison, aye, Dave Passios, aye, Greg Roy, aye.

Future Meetings: January 27, 2021 at 5:30pm.

Meeting was adjourned due to zoom disconnection at 8:23 PM.