

Senior Center Building Committee Meeting Minutes  
November 20, 2023

In Attendance: Bobbi Grant, Rita Vail, Gary Weiner, Carol Keeney, Don Collins, Cliff Bombard, John Matthews, John Flynn (ex-officio), Becky Moriarty (ex-officio)

Guests: Chris Wante, edm

Don Collins called the meeting to order at 10:59 AM.

Minutes from 11/6/23. John Matthews motion to approve Gary seconded. All in favor.

Carol initially requested an amendment to the minutes, but after some discussion she does not feel any changes to the minutes need to be made. Carol clarified that her statement from the last meeting was to point out that the senior center is a social service agency and not just board games and bingo. Carol wanted the community to know that we are not just helping 80-year-olds and would the center be turned into an "Adult center" or something else. Becky clarified some of the ages of people that are assisted.

Rita asked Carol if her point was that the senior center is the only social service agency in town.

Don asked about adding another member to the committee because we are entering into a new phase of the project. Don stated that Mike Doran and Arne Arneson have been regular community members of the building committee meetings. Don spoke with Mike Doran and asked his interest in the board. Mike is in favor. John Matthews made a motion to recommend to the BOS that Mike Doran be appointed to the board. Bobbi Grant seconded. All in favor.

Don explained that the next meeting on December 4<sup>th</sup> will run for approximately 4 hours with the full edm team.

Don introduced Chris Wante, edm.

Chris: Thanked the committee for bringing edm back to work on the next Phase of the project. Chris spoke to Bob Markel who is hopeful to have the contract in hand prior to Thanksgiving.

The meeting on 12/4 will be a time to dive into the details of the project.

Question: what are the goals of the committee at this time? Where does the committee want to go? Expansion? Renovation? Both?

Is there a general budget or construction costs in mind as edm starts to move forward?

Don: ideally the committee is looking at an addition but breaking it down as far as any renovations would be concerned. Don would like to see it broken down between renovation and expansion.

Carol asked about how we would handle a renovation if a major repair needed to happen in the building today. What if something broke, how would that be repaired.

Becky spoke to what can be done within the town budget if there is an immediate or urgent repair needed within the building. There is a building maintenance line item that is utilized for some small repairs that may need to happen, but if there were a larger issue, Becky would need to go to the Board of Selectmen and ask for funding for emergency repairs.

John Matthews commented that edm did original design work with the feasibility study, but John does not want the direction of that addition to be the only option. There is the potential that the addition could go off a different side of the building.

John M. stated that the parking lot design should come off the table at this time and not be addressed by edm.

Gary: The Committee has put edm on a rigorous timetable. Gary does not want to muddy the water with both expansion and renovation. The committee has looked at a lot over the last year and, in Gary's opinion, edm should be given the direction of working on an expansion for clarity.

Bobbi thinks that expansion should be number one. So many times, programs must be cancelled because a new program comes along and there is nowhere to put the programs that must be relocated. There is a need for additional rooms for things like foot care, tai chi and yoga, etc.

John made a motion to vote in favor of expansion as the first priority with renovations being included in the expansion. Gary seconded.

Chris: there doesn't have to be two separate paths. One part of the project does not have to impact the other.

All in favor.

Chris: is the town meeting in the spring and would that be the time to provide a design and a cost?

Gary: yes, that is the goal. Gary explained the Phasing process that the committee prepared prior to the RFQ going out.

Chris: There are two different components. Construction costs (building the walls) and project costs (design fees, permitting fees). One project cost number will include all the above and include contingencies, etc. The one number will be all inclusive to bring forward to the town at the spring town meeting.

Discussion of the timeline of events before the town meeting.

The schedule that edm put together was based on a start date of the end of October, but now that the project is starting at the end of November, Chris is asking for a new timeline. Edm does not want to rush the project because this is the most important part of the planning.

12 weeks would be an ideal goal for edm. The second week of February would be very do-able for edm.

Bobbi: As far as the actual design of the building, will the building committee get together to look at different ideas? Chris stated that typically three designs will be presented to review with the committee. The second week of February will be the goal.

Dec 4. Meeting will be a design workshop with Lifespan (Doug and Ellen Gallow)

Edm will provide a list of questions by the beginning of next week for the committee to consider prior to the 12/4 meeting. Evaluate where the committee is in the process, look back at the feasibility study, review the documents that were provided by the building committee. The meeting will allow for the next steps of the project which will include looking at design ideas.

Gary asked if all committee members are available on 12/4 and if staff should be available and involved in the meeting on 12/4. Staff are always welcome and encouraged to attend the meeting.

Chris asked if all decisions will be made at the building committee level with votes. Is it ok for Chris to share information prior to the next meeting. Chris will send any materials for the committee through Don and Becky and Becky will disseminate the information to the committee.

New building committee member will be presented to the Board of Selectmen at their next meeting (not tonight).

Chris: budget question. Has there been any discussion about the budget? The Committee does not have a budget in mind currently but will wait to hear what edm comes back with.

Don: looking for creative solutions at minimum costs.

Chris asked how the budget number felt to the committee from the feasibility study. \$2.5-\$3 million.

Bobbi referenced the feasibility study and the costs. Chris pointed out the cost breakdown as presented in the feasibility study.

Don: fire suppression system discussion will have to be had because if the building goes over a certain square footage, it will be required.

John M. The expansion should consider that the facility will not be closed down when the renovation is taking place.

Chris explained that there will be a slight cost increase to work around programming when the senior center building is being renovated/expanded.

Gary requested a rough number to have available for the parking lot design. Gary thinks another 22 spaces could be added to the current parking lot. The current pavement needs to be resurfaced.

John M. stated that his previous comment was that he didn't want a lot of engineering dollars being spent on the parking lot.

Chris asked if Gary could use the parking lot design from the feasibility study to get his ballpark number. At the next meeting there can be a deeper dive into the parking lot.

Don stated that the town is looking to put in EV charging stations.

Chris clarified something from the RFQ about the Ludlow senior center. The edm design team was not a part of the design of the Ludlow Senior Center, but rather it was included in the packet by SLR, a company that works with edm.

Chris will send a rough breakdown of the schedule including big milestones. Decisions will have to be made quickly to stay on track.

John M. would it be possible for the committee to meet more often than twice a month? The committee will make changes to the meeting schedule as needed.

Bobbi asked about voting via email and the committee needs to abide by Open Meeting Law requirements, so an email vote is not permitted.

Carol: if she has specific ideas should she bring those to Becky or the committee? Carol was advised to bring all such discussion points to the committee on 12/4 when the design team are here.

Gary provided a handout regarding the EV charging stations. Gary spoke to RISE engineering who will be doing the layout for the EV charging stations. Gary suggested that the far back corner would be more appropriate and would leave room for future expansion. The project is very far down the road. \$300K will be spent on the stations. National Grid has approved the concept for the plan. Gary suggested that the pad location that was on the original plan is going to be a problem. Gary asked for the pad to be relocated. There is another electrical pole that could be utilized for the project. The company would start clearing brush at the tree line. Gary does think the pad will be relocated.

John M asked how much revenue would come into the town and asked John Flynn. John Flynn stated that the EV chargers were voted, not unanimously, by the Board of Selectmen.

Becky will email Lauren in the Board of Selectmen's office, on behalf of the committee, regarding the appointment of Mike Doran.

John M motion to adjourn. Rita seconded. All in favor.

Meeting adjourned at 11:57AM.

Next meeting:

12/4/23 at 11:00 AM. \* this will be a design meeting with edm and Lifespan Design Studios

Respectfully Submitted for the Secretary: Rebecca C. Moriarty, Executive Director (Ex-Officio)

ZOOM Recording:

<https://us06web.zoom.us/rec/share/20VLje-2loVvNybjNkrxzw3Xo0KcNdVnjOgdv4kCsgQncpdTBikRGPys3mKTZhK4.tFcd-W6qXN2QsmFc>

Passcode: \*u@k43qn