

Town of Kingston  
Senior Center Building Committee  
Meeting Minutes  
August 20, 2008

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1. The Meeting was opened by Chairman, Paul Gallagher, at 7:10 pm. in Room 203 of Town Hall. Other members present were Muriel Boyce, Phil Burnham and Jack Burrey. Absent were Dave Colter, Linda Felix, and Ron Gleason. Also, Heidi Sokol and Bob Clark of Catlin Architecture joined the meeting at 7:55pm. and John Catlin arrived shortly thereafter at 8:05pm.

2. Paul started off the discussions by stating that:

(a) we should be prepared to tell John Catlin, Architect, just what we are looking for and he can tell us what he can come up with for us. We want him to get started on the NOI (Notice of Intent) process and also to be in touch with the Conservation Commission and share with them how he will be working with them on the project at this time,

(b) we need to talk to John about planning and scheduling. Once we get the borings and site plans, we are limited as to where the building is going to go by the limitations of the site,

(c) we want to have engineering done on the site and we need to make sure the engineers are prepared to go ahead with the schematics of the building and have a plan we can approve, as well as the design and outlines of all the individual rooms and relationship to each other, and then, with all of this in hand, we can go ahead and share it with the Conservation Commission, as well as having solutions for any drainage problem facing us, and

(d) Paul stated that Kevin Donovan has signed John Catlin's Contract and has sent it back to him. He has talked to him as to how to go forward and John has been made aware of how to proceed with the Conservation Committee and how they have been tied into and made comments on the plans as proposed as of this date, **(8-20-08 - copy attached)**.

3. The subject of Mitigation and Replication was brought forth and especially our prior work in removing the "pile of debris" to the left of the Animal Control building. It was mentioned that Catlin's people can figure out how many cubic yards were involved and the costs for the clean up and re-establishing the wetland boundaries of the building site at this time, as well as checking for any native species to the land. If any of this becomes 'disturbed', we are prepared

to fix that too. Paul thinks that this is as far as we should go with the matter of Mitigation and/or Replication in the NOI as we move forward on that issue.

4. At this point, Jack Burrey inquired about the subject of a Sprinkler System in the Center and Paul Gallagher stated that he had talked to the Fire Chief and he wants to see a Sprinkler System. Phil Burnham confirmed that same request having talked to the Fire Chief as well. Jack Burrey then stated that a Sprinkler System would cost between \$50,000 and \$60,000 and Jack feels that the Chief no doubt has to tell us to have one and thinks we should bring this up with the Chief for discussion sooner than later. Jack went on to say that he believed that sprinklers are required in a building of 12,000 sq.ft. and that having a building of 7,500 sq. ft. sprinklered is a Kingston rule, and it costs money, big money. It was thought that sometimes we over-regulate.

5. It was also mentioned that we need to touch base with the Planning Board to bring them up to date on this project. Especially advising them of the fact that we are now promoting a smaller size building and, therefore, our need for parking spaces has become less in number of spaces. Jack Burrey explained that when we do meet with the Planning Board, we should proceed by sharing with them the footprint for the building as of now (11,700 sq.ft. down to 7,500 sq.ft.). And that we want to put as many cars as we can in the parking area and we should be within the regulations for number of spaces for the smaller size of building now proposed, but keeping in mind if we need more spaces, we will find more, perhaps behind the Animal Control Building.

6. Discussion continued on how we would like to see the "trailer", presently on the surrounding grounds used by contractors for other town projects, moved once the Senior Center is completed, but we might want to avail ourselves of using it while the Senior Center building is in the works.

7. Jack Burrey also brought up the subject of we need to look into the possibility, or lack thereof, of a sewer connection being available now or not. It was felt that the Senior Center needs its own sewer line installed. It was noted that while the Animal Control may have leaching fields available to them, and perhaps also to the Highway Department, but as stated above, it was felt we need our own sewer line connection. This whole matter will be looked into more carefully and it could be that we might need some sort of a pumping mechanism as well.

8. At this point, Muriel was asked what, if any, comments she would like to put forth regarding any parts of the plans proposed now that she would like to see done differently and/or changed. She commented on - reversing the building - the lack of good visibility from her office out to other areas - how the building looks, aesthetically, as you drive up - front door/entrance should be more visible - storage rooms block Director's visibility, would like to see that room moved - maybe eliminate a bathroom - pointed out where she asked if we could add a window - not enough room for the Dispatcher/Secretary who also needs more visibility - and Recreation staff could be moved as well. Discussion followed on all of these matters, as well as on matters of the Kitchen, who cooks, serves, (volunteers?), and how many days a week in new Center will lunch be served.

9. Paul also brought up the need for landscaping and fences and their costs and Jack Burrey mentioned how Ron Gleason would like to see a separate Electrical Room, for it needs a wall of great length and should not be up in an attic, too hard to get to and costs more when equipment is in need of repairs. Paul continued that everyone knows we only have a certain amount of space and money and have much to be accommodated with what we have and we need to keep this in mind. He continued by saying that when this is done, it will be so much better than what we have now for the Seniors and the staff. He also mentioned that the new Town Hall itself is felt to be very acceptable to the public. Jack Burrey stated how the Town Hall is very efficient, some things could be only as big as a closet but very accessible and lots of room for what was actually needed. It was thought that the Senior Center dining services/kitchen area needs to have more volunteers and you need room for these people, but a cook does not need an actual Office. This discussion ended with talk of the sizes and number of rooms and for what activities.

10. It being 7:55 pm. both Heidi Sokol and Bob Clark of Catlin Architecture arrived, and further discussion ensued on the sprinkler system for the building, and it was agreed that a building Sprinkler System is a maintenance headache and lots of money. Paul also mentioned the fact of the sewer hook-up and he felt that there was an elbow put in for the Senior Center at the time sewer went by the Municipal Complex but we do not think it was ever hooked up to any of the other surrounding buildings. It followed that we would discuss this matter further to find out just what is in place - sewer connection wise - and to also find out any cost involved for the actual hook-up itself.

11. At this time, (8:05 pm.), John Catlin joined the meeting and Paul welcomed him and said he was glad John could join us. Paul addressed John and mentioned that we have gotten a lot done since we last met with him— we have had some previous meetings with the Conservation Commission about using this same site as we had previously been proposing —with certain changes — cut back on size of building— cut back on parking—concerned with drainage problems — and these are all things we need to discuss with John. One of the other concerns we have going forward is that we want engineering and the drainage problems taken care of before we go too far ahead. We do not want to again spend time and money on designs that are not going to be workable. Jack Burrey mentioned again that getting rid of the drainage problems is big— and there is a lot of that— may need some kind of retaining walls—but Cons.Comm. says “no” to that. Paul thinks that before we will encroach on the wetland areas, that we will actually make them better as we go along.

12. Jack Burrey asked how many parking spaces are provided for on the proposed plans dated 8-20-08 and Heidi Sokol answered that there are 66. Jack then asked if we could go for less and Heidi stated, “maybe at some later time”. It was stated maybe by rearranging the parking spaces could help to avoid drainage problems. And also have double lines between the cars for parking rather than just one. Heidi asked if the Planning Board and the Conservation Commission had been talking with each other and the answer was “no”. Also, it was mentioned that certain ‘grading’ of the parking area would help in the drainage. Jack Burrey also mentioned that we need some new schematic design work and asked when Catlin would need to be advised about this request. It was mentioned also that we need to do drawings and then get Mechanical Engineers involved before going out to bid. We are concerned about that because we got to that stage before and then it all fell apart—the building was cut back from 11,500 sq. ft. to 7,500 sq. ft— and we do not want to have new drawings again and then be stopped in our tracks. Jack continued that before doing new design development plans, you have to start with a good schematic. We do not think John will have to do too much work but we need more input from staff members in addition to Heidi and Bob Clark.

13. Paul stated here that we are concerned that in order to obtain a better level of comfort, before we spend any great new amount of money, we need to meet again with the Conservation Commission, to know that we are working with a site that is going to work. If we get into some part of construction plans and design and then

it's a "no go"— — it's then "all over"! It does no good to have a site but have a building designed that does not fit on the site.

14. At this point, Paul mentioned— some of the changes we discussed as noted above in these Minutes— John Catlin mentioned that we have to be aware that deliveries being made to this new Center have to be able to get in and out easily—and he further mentioned that the patio and porch of the building are not on land other than the piece of land we plan to build on— the connection between Carr Research and the NOI—have not signed anything— we need to talk about what Mitigation factors will be in the NOI— we feel now that we can put in the project the removing the "pile of rubbish" — its Replication— and John Catlin has pictures and can give us a calculation on cubic yards/costs— Paul commented here that there is a lot to be done yet.

15. John Catlin stated that Carr Research will not change anything that is considered wetlands. He would like to walk with Maureen Thomas and get a clear confirmation of the wetlands, size, and where they are located. Some of the flagings that John has now are thought to be different from what the SCBC has in their walks and these need to be clarified and confirmed which are the right ones. We will listen to their Mitigation requests and why the Senior Center people are being punished for what has been wronged by others. We need to be non-confrontational in our discussions and just seek what they are looking for and we will try our best to accommodate them. We also need to get some Civil Engineers before we get Mechanical Engineers for some of the projects. We do not want to get stopped again after we have spent a lot of money along the way toward moving forward. John Catlin wants to obtain an agenda for the Cons.Comm. Jack Burrey brought up that Cons. Comm. is concerned that at some point we might be asking them for something that would be thought to be setting some kind of a precedent. John Catlin said he would state that that would not be the case if it was thought to be for the public good.

16. Paul asked John if he thought we would need to have a Sprinkler System; Heidi responded by saying that we will more than likely have to have one. We also need to settle the sewer hook-up question. Paul and John will be in touch with Maureen Thomas about getting together at one of their upcoming Cons. Comm. Meetings.

17. Paul then thanked the Catlin Architecture people for coming tonight and John stated that he hoped our next meeting together would be sooner than later. He would like to go out to bid prior to this coming winter and he is hopeful we will get better (cost-wise) bids at that time.

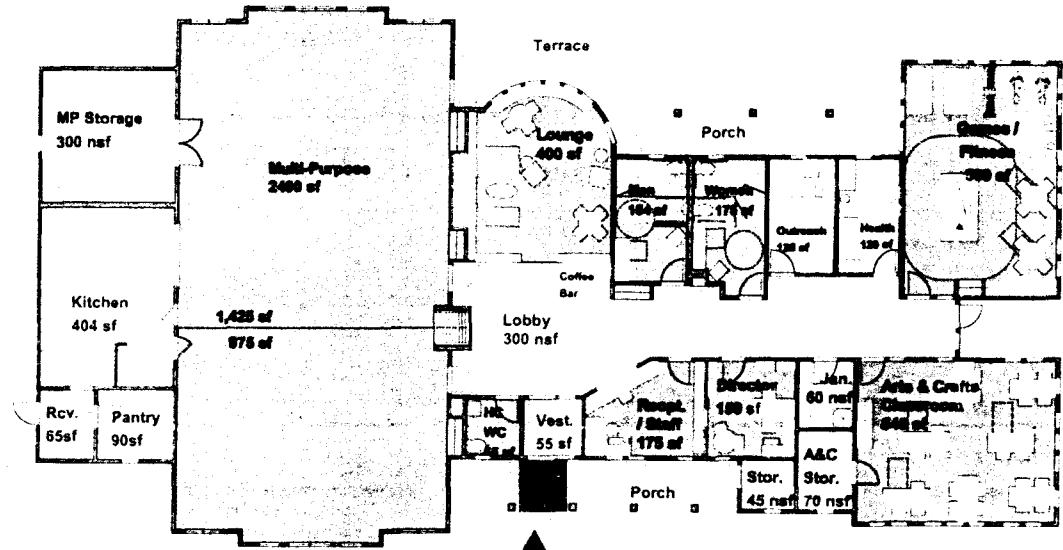
18. Paul said he would get back to the members on the date of the next SCBC Meeting and to John on meeting with the Conservation Commission.

19. There being no other business to come before the meeting, a **Motion** was made by Phil Burnham and **seconded** by Jack Burrey to close the meeting, it being 9:00 pm. and it was **so Voted** by those members present.

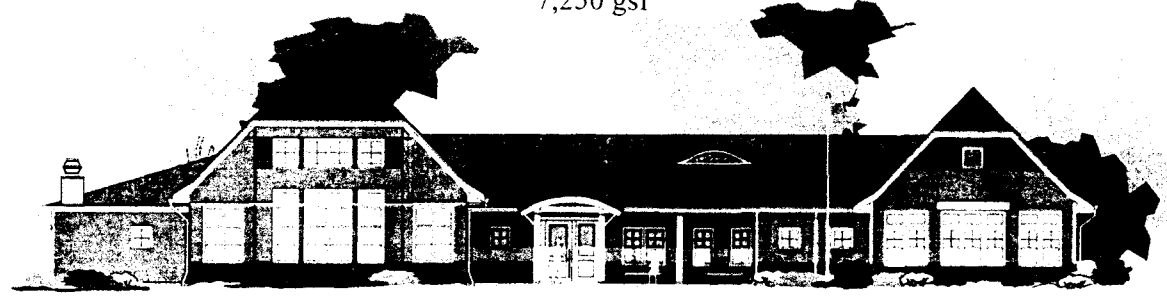
Respectfully submitted,

Ruthann Cassidy, Secretary

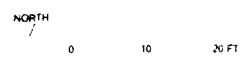
(Note: Outstanding Minutes are July 23, August 6, August 13 and these of August 20th.)



FLOOR PLAN  
7,250 gsf



ENTRY ELEVATION



KINGSTON SENIOR CENTER  
8/20/08

CatlinArchitecture  
617-770-2440