

Town of Kingston
Senior Center Building Committee
Meeting Minutes
April 29, 2009

1. The meeting was opened by Chairman Paul Gallagher at 7:00 pm. in Room 203 in Town Hall. Other Members present were Muriel Boyce, Phil Burnham, Jack Burrey, Dave Colter and Ron Gleason. Absent was Linda Felix. Others present were John Catlin and Bob Clarke of Catlin Architecture.
2. John Catlin congratulated the members on getting approval and submission of the Notice of Intent and our meeting of the 21st of April with the Conservation Commission receiving approval to move forward on the project of a new Senior Center.
3. Paul Gallagher then stated what has been done, asked John where he wanted to go and what Site Plans did he have for us going forward. Also, Paul stated that the Committee feels we have paid you for what we think we owe you up to this point.
4. John Catlin stated that what he had with him tonight were 'working drawings' in order to go through a Site Plan Review and Jack Burrey commented that this would be the first time this Committee has seen these and the Conservation Committee has been very cooperative working with us at various meetings. These 'working drawings' were titled as follows: namely, Catlin Drawings of Senior Center First Floor Plan and Wall Types, Attic Plans and Details, Roof Plans and Details, Exterior Elevations, and Building Sections; Drawings submitted by Prime Engineering, classified as Existing Conditions Plan, Proposed Layout, Grading and Utilities, Details Sheets 1 through 3, Erosion and Sedimentation Control Plan, and Buffer Zone Replication Plan; and additional Catlin Drawings consisting of a Title Sheet, an Information Sheet explaining Graphic Symbols, Architectural Abbreviations used, and Drawing Symbols. Also a Coding Analysis Sheet, Site Plan, Site Layout, Landscape Details 1 and 2, and additional drawings of First Floor Plan & Wall Types, Attic Plans and Details, Roof Plans and Details, Exterior Elevations, Building Sections (2), Enlarged Plans and Interior Elevations (2), Interior Elevations (7), First Floor Reflected Ceiling Plan, Finish Floor Plan, Casework Details, and Door Schedule and Details.

5. At the end of an open discussion of these Plans mentioned above, John mentioned that the DEP has come up with a new set of Regulations regarding things mentioned above and some of this work would be affected by these new Regulations and a new cost estimate would probably be more than \$80,000 as we would have to look differently at these "working site plans" than we have up to now. This awareness brought forth additional discussions regarding such subject matters as Rain Gardens/Plantings, Retaining Walls, Lighting, both inside and out, and how much the lighted areas will be, day and night, construction plans, fencing, hip roof, needed pumping of sewer and water together with the Animal Control Building. Also, Replication Plan costs estimated to be an additional \$6,000 in cost for changes in Rain Gardens and curbing around wetland areas. Some questions were asked on just how the building sits on the land and some think that will change slightly to fit Conservation Commission requests. John pointed out again the Lighting issue and where it all is and how much coverage it gives off. Muriel Boyce also pointed out that the Dispatcher has to be enclosed in a quiet area for the work she conducts, which at times can be private and confidential in nature.

6. Ron Gleason mentioned again the necessity for a Sprinkler System in the building itself, and the Schematic Design of the floor plan may also change. Comments were made on the Air Distribution areas - regarding Thermal Design, would we save money in the long term? Originally thought to be around \$100,000 (\$80,000 for bricks and mortar) and to design for the above could be another \$15,000. John Catlin and Jack Burrey discussed this system in some detail for an explanation to the Members, and in the end mentioning that the lower the water pipes, the cooler the water. Jack Burrey mentioned that he would like to meet with Catlin's Engineers regarding this particular subject matter.

7. Mr. Catlin went on to discuss the attic plans and the roof plans, as well as solar tubing and skylights, especially one over the entrance Lobby. Also elevations in certain areas, clapboard siding, 40-year asphalt roofing shingles, maintenance free trim, handicap bathrooms, vinyl floors in the bathrooms and in the kitchen, pantry shelving and storage, and shelving in storage rooms, bookcases for games, book, and puzzles in the Lounge area, as well as a window seat. Also, Coat Closets, the Multi-Purpose room was thought to have a 34 inch high accessible counter but that seems to be omitted, Bulletin Board - 5'6", wheelchair accessible with two Doors for access and egress with Reading Area adjacent. Accessible handrails

with molding for steadiness of elders, motorized upper shades by pushing a button but lower shades would be moved by a chain and some could be operated by a wall switch. Perhaps even some with an "occupancy switch" - lights go on and off by sensor. Fans and Chandeliers can also be run off a dimmer switch. Should have lots of pictures and John said we will have runners that they run on called picture railings. Also can display Crafts and other Projects. Discussed the Grills for the Kitchen and Jack Burrey asked if Fire Extinguishers were included and John said, yes. Doors to the Kitchen open with a button for the handicapped. Also discussed different kinds of doors for this area. Where the Staff Offices would have vinyl doors, the Kitchen may have different doors. All door knobs would be heavy duty. It was also mentioned that there would be no curbing at the entrance to the Main Lobby when exiting from a car, for it would be considered too difficult for the people to navigate up and over. Cars will be approaching at an angle for ease of exit. Also, contrasting patterns in rugs and wooden floors, easier to follow, for those with failing eyesight. Some carpeted areas will have a netting surface that will remove dirt, etc. from shoes when entering a specific room.

8. Ron Gleason asked about heating the areas of walkways leading up to the entrances and how much did John think these would cost? John replied that the cost of the system, and then running it, would have to be determined, but first of all we would need a boiler to run this system and there would be a problem of where to put it in the building. John wants the Members to confirm back to him that this is the way we want to go with the entrance walkways before looking into it further.

9. Ron Gleason asked John when he would be ready to go on to the next steps. John stated that it could be 3 to 4 months but could be less. Ask for bids in 2 to 3 weeks, 6 weeks for permit filings, and then settle on a bid/contractor, could bring us to the end of August.

10. Paul Gallagher mentioned that we have paid 100% of Schematic Design, and 40% of Design Development. Paul said we hope to pay him by next Wednesday 50% of additional Design Development (\$27,664) and 25% balance due of \$1,612.50 on the NOI, equaling a total of \$29,276.50. John will also e-mail the Specifications Book to Paul Gallagher. We would like to get started, make comments and move forward.

11. At this point, Paul went over the possible schedule as we move ahead and stated that we could have a shovel in the ground in September and then it could be just 9 months until we open the Main Door. Everyone clapped for it's been a long time coming.

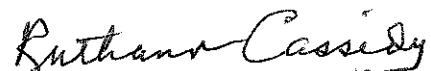
12. Ron Gleason talked to Bob Clarke about just what the Fire Chief wants for access and egress for the Fire Trucks to get around the Senior Center itself. Paul also assured Bob Clarke that we will be going over all of these materials and matters mentioned above in these Minutes and get back to them and be ready to pay the next payment to Catlin Architecture. Also discussed were some major and minor things that will be looked into as well.

13. Paul asked that we set a meeting for the SCBC at 7:00pm. on next Wednesday, May 6th, to go over the Drawings we now have from Catlin Architecture. It was suggested to put forth as a Motion that maybe we should pay as much as 90% of the remaining bills but Paul asked if there was any discussion prior to and there was, so it was decided at this time to go ahead with the payment of the amount mentioned in item #10 above as of now. So it followed that a **Motion** was made by Jack Burrey and **seconded** by Dave Colter to pay the additional 50% due on the Design Development and the 25% of the balance due on the NOI as stated in item #10 above and it was **unanimously so Voted**. (See copy of approved bill to pay as attached.)

14. A **Motion** was made by Ron Gleason and **seconded** by Paul Gallagher to approve the Minutes of March 23, 2009 and it was **unanimously so Voted**.

15. There being no other business to come before the meeting, a **Motion** was made by Jack Burrey and **seconded** by Paul Gallagher to close the meeting, it being 9:05pm. and it was **unanimously so Voted**.

Respectfully submitted,



Ruthann Cassidy, Secretary

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(Please also see 3 additional attachments received at the April 21st meeting with the Conservation Committee for future reference.)

Authorization 4/29/2009
 Pay to Catlin Architecture

Catlin
 Architecture

50% additional Design Development
 25% bal due NOI

27664.00
 1612.50

\$ 29,276.50

April 29, 2009
 Catlin Architecture Project # 28005
 Invoice # 28005-7

Mr. Paul Gallagher
 Chairman, Building Committee
 26 Evergreen Street
 Kingston, MA 02364

Paul Gallagher
David Colton
Don Brewer
Maraul Boyer

[Signature]
[Signature]
Ben Deason

RE: Architectural Services for Kingston Adult Community Center
 for Period from March 16, 2009 through April 29, 2009

PAY ONLY

Phase	Total Fee	% Fee	% Complete	Total
Schematic Design	\$ 41,496	15%	100%	\$41,496
Design Development	\$ 55,328	20%	90%	\$49,795
Construction Documents	\$ 110,656	40%	6%	\$6,639
Bidding & Negotiation	\$ 13,832	5%	0%	\$0
Construction Administration	\$ 55,328	20%	0%	\$0

27664.00
 (50% DD.)

Total Fee \$ 276,640

Total Fee Billing to Date for Architecture \$ 97,930.56
 Less Previous Amount Billed \$ (97,930.56)
 Current Fee Billing \$0.00

TOTAL CURRENT FEE DUE \$0.00

NOI \$ 6,500.00 100% Complete \$ 6,500.00
 Wetlands Replication (Design) \$ 6,450.00 100% Complete \$ 6,450.00
 Less Previous Amount Billed \$ (11,337.50)
 Current NOI Fee Billing \$ 1,612.50

1612.50
 (bal due 25%)

Mileage 100 mi \$0.55 \$ 55.00

TOTAL AMOUNT DUE \$1,667.50

JC

Town of Kingston
Senior Center Building Committee

21 April 2009

Mr Gary Lagenbach, Chairman
Conservation Commission
Evergreen Street
Kingston MA 02364

Dear Mr. Lagenbach,

Please accept this letter as notification from the SCBC that we will support every effort to attain a conservation restriction on town owned property pertaining to the Senior Center project currently under review. We will make every effort to support and pass an article at a future town meeting.

Best Regards

Paul M Gallagher
Chairman

DRAFT

SENIOR CENTER SPECIAL CONDITIONS

Pre-Construction Conditions

- A pre-construction meeting shall be held at least 48 hours ahead of scheduled work with Contractor, Engineer, Architect, Committee, etc. to discuss conditions of Orders;
- Contact information for the Site Contractor, Engineer, etc. shall be provided to the Conservation Commission at the time of the pre-construction meeting;
- A sequence of construction shall be provided to the Commission at the pre-construction meeting;
- Final site clean up shall occur under guidance of Conservation Commission/Agent prior to the commencement of any other work on project (some materials may be located beyond the planned limit of work and will be difficult to get to once erosion controls are in place);
- Final clean up of the restoration area (including vernal pool) shall occur under guidance of Conservation Commission/Agent prior to commencement of construction of project;
- Final site and architectural drawings shall be submitted to the Conservation Commission at least 48 hours prior to pre-construction meeting;
- Erosion controls consisting of mulch socks and silt fence shall be inspected by Agent prior to commencement of work;

During Construction Conditions

Mitigation (For Use of the 25-Foot No Disturb Zone and the 100-Foot No Disturb Zone to a Vernal Pool)

- The restoration work shall occur simultaneously with the construction work and in accordance with the approved plan;
- A perpetual conservation restriction shall be placed on an environmentally sensitive parcel of land in Kingston as agreed to by the Committee, the Commission, the Board of Selectmen and the townspeople;
- The two vernal pools on-site shall be certified with the Division of Fisheries and Wildlife Natural Heritage and Endangered Species Program;
- Conservation posts shall be installed in the locations shown on the approved plan (at the 50 foot no disturb zone to the Senior Center vernal pool and at the 100 foot no disturb zone to the Department of Streets, Trees and Parks vernal pool and restoration area) and according to the conservation post detail;
- Educational signage at edge of raingarden and 50 foot vernal pool zone;
- Mitigation work shall be completed prior to completion of construction and prior to the issuance of a Certificate of Occupancy/Compliance

Erosion and Sedimentation Control

- The Contractor shall designate and Erosion Control Monitor who shall inspect erosion controls for proper functioning on a daily basis, especially before and after rain events;
- Maintenance of erosion controls shall occur on a regular basis and accumulated sediment shall be removed from upland side of limit of work when sediments accumulate to 4 inches in height or when the erosion controls are becoming compromised;
- Should dewatering be needed at anytime during construction, the Conservation Agent shall be contacted prior to dewatering to discuss methodology in order to prevent adverse impacts to wetland resource areas;

- The entrance to the site, the entrance to the Town Hall and Evergreen Street shall be kept clean during construction. Should sediment enter the roadways during the course of construction, the sediments shall be swept up on a daily basis;
- All stockpiles shall be secured with erosion controls at all times during construction;

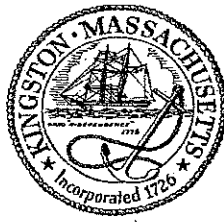
Landscaping

- Grasses planted on-site shall primarily consist of fescues which are native to the area and grassed areas shall not exceed three (3) feet in width;
- Seed mixes used on-site shall not contain any known invasive species to Massachusetts;
- Should fertilizers be needed to assist with the germination of seed mixes or the planting of trees and shrubs, only organic, low nutrient, slow release fertilizers shall be used;
- The raingarden shall be planted with appropriate plantings depending on predicted soil moisture and sunlight conditions;
- The walkways and patios around the structure shall be as permeable as possible;
- An irrigation system shall not be installed on-site;

Post-Construction Conditions

- A 50% - 50% salt and sand mix shall be allowed for de-icing during the winter months;
- The Operations & Maintenance Plan for the stormwater management system (attached to this Order) shall be the responsibility of the Town of Kingston;
- A No Mow Zone shall be instituted beyond the three (3) foot grassed filter strips next to the paved parking areas to allow for these areas to become a naturalized buffer to wetland resource areas;
- Conservation posts and signage shall be maintained as needed;
- Fertilizers, herbicides, pesticides and fungicides are prohibited from use on the site;
- Plantings within 25-foot no disturb zone shall be monitored on a regular basis to ensure their healthy in order for this zone to become a viable buffer to wetland resource areas;
- Educational signage shall be maintained as needed;

Post-Construction Conditions are Perpetual Conditions and Do Not Expire with the Expiration of the Order or with the Issuance of a Certificate of Compliance.



**TOWN OF KINGSTON
CONSERVATION COMMISSION**

Memo

To: Paul Gallagher, Chairman
Senior Center Building Committee

From: Maureen Thomas, Conservation Agent *MTT*

Date: 3/31/09

Subject: Senior Center Site and Use of LID Stormwater Techniques

Cc: Heidi Sokol, Catlin Architects
Bob Rego, Prime Engineering

Pursuant to the memo sent on March 5th and several discussions dating back to 2005 regarding the use of Low Impact Development (LID) techniques on the Senior Center site, I am again writing on behalf of the Conservation Commission to request that one raingarden be designed and incorporated into the plan revisions for the project. The reason for this is that the more infiltration on-site, the better for recharge of groundwater which feeds the vernal pool and the aquifer. In addition, the Commission regularly asks developers to implement LID techniques to increase infiltration and reduce the impacts of stormwater on surrounding wetland resource areas. As a result, it would be beneficial to show developers, the engineering community, etc. that the Town of Kingston is leading by example with the use of LID techniques. It would also be useful to be able to walk over to the Senior Center site with a developer or engineer to show them what a raingarden looks like and how it could be used as a technique to handle stormwater.

In addition, runoff does not currently run off the entire site as modeled by Prime Engineering and it is questionable whether all runoff left the site in its previous state prior to the stockpiles being removed. Despite this uncertainty, it seems the Commission is willing to agree that stormwater used to run off the entire site even though that may not currently be the case. By agreeing to this, the stormwater system is not required to infiltrate as much as it would if they didn't agree to this premise and meeting the stormwater standards are therefore easier to achieve on the site.

The island at the turnaround in front of the building seems to be a suitable place to install a raingarden for increased infiltration of stormwater and increased visibility of LID techniques. If there is concern about safety, a curb could be placed around the raingarden as long as some breaks in the curb are implemented to allow stormwater to flow to the raingarden and a post and rail fence could be installed around the perimeter to ensure no one accidentally steps/drives into the raingarden. The raingarden would also be an attractive landscape feature at the entrance to the Senior Center. There may be opportunities for donations of plants and labor for planting as well as maintenance of the raingarden to reduce costs. Brian Yergatian of BSC Group could help with the design of the raingarden and has already offered to do so.

Please remember that the Commission took a vote on March 3, 2009 to request that the Senior Center site plan incorporate as many LID techniques as possible. The reason behind the vote was that the Commission believes the current site design does not fully consider environmentally sensitive site design alternatives and does not use enough LID techniques.

Thank you for your time.