

Town of Kingston
Senior Center Building Committee
Meeting Minutes
May 6, 2009

1. The meeting was opened by Chairman Paul Gallagher at 7:05 pm. in Room 202 in Town Hall. Other members present were Muriel Boyce, Phil Burnham, Jack Burrey, Dave Colter, and Linda Felix. Absent was Ron Gleason.

2. Jack Burrey started by stating that we should think about going before the Planning Board and Paul said that Catlin, or maybe Prime Engineering, would do it, for they do not want to go forward without a Permit.

3. Then Jack proceeded by going over the "working drawings", given to our Committee at the April 29th Meeting, by discussing changes that he thought should be made to the final drawings and in the end were agreed to by the other members. These were things of various description, big and small changes, such as:

✓ that additional lighting should be put up out in front of the Center for there is a long run of land that is very, very flat and the present lighting does not do the job- (see drawings entitled "Grading & Utilities Plans).

✓ mentioned that the retaining walls were very small in height - 18 inches - concrete blocks.

✓ he is concerned about a particular curve in the road that an elderly driver could easily ride over it and thought there could be some type of curbing to be put on that curve to help the situation. Ballads could be put here - close enough so as to not enable a car to get through.

✓ Jack continued that we need more information on Gas and Electric Details - as of now we do not know if these are underground or not. Also, on Detail Sheet 2 - Sewerage Injector - showed the pipes they were talking about at prior meeting.

✓ Jack said he was happy with the Buffer Zone Maps. We may need to buy a lot of bushes for this area.

4. As we got to the First Floor Plans, Thomas Bott, Town Planner, entered the meeting and Jack explained how we were going over the first set of "working drawings" and Tom Bott commented that he hadn't seen them yet. Jack asked Tom if indeed the SCBC Committee had to come before the Planning Board Committee. Tom responded by stating "that you will need to come before us but not as formally with all kinds of materials as usual. The next Planning Board Meeting is scheduled for May 18th and Tom has pencilled us in for 7:00 pm. on that date and we should bring with us 6 copies of the Plans to be reviewed by the Planning Board that evening. Tom asked some questions with regard to changes in size of building from originally till now and Jack answered that the original building was designed to be close to 12,000 sq. ft. - two floors and is now down to one floor and 7,000 sq. ft. So it is quite a bit smaller than originally planned. Some other major issues were 'getting in to and out from' the Center and also drainage was an issue but these have been or are being resolved. We are eager to move forward, sooner than later, and would hope we would be "good to go" right after the meeting with the Planning Board on the 18th. And we will have the 6 copies of materials mentioned above, and noted where changes have been made as we moved along. Jack also wondered if Tom would also need to see Plans for gas service, sewer, and electric utilities at some point.

5. At this point, Tom Bott left our meeting and we returned to the bullet items started in item #3 above - and we were starting to talk about - First Floor Plans -

✓ Jack drew another scale of a proposed new copy of the site plan on the First Floor Plan present drawing/plan. Areas mentioned with changes were—• the Reception Area,—• move some Electrical equipment, —• Sprinkler System moved over a little and will be a little bigger as well, —• a 4 or 6 amp service makes a difference, —• Kitchen just might be too big, and a lot of money is necessarily put in there, —• Janitor's Room maybe should be a bit bigger, —• Volunteers for communications with the Staff, —• pointed out where Reception, Volunteers, Staff, and other Rooms are laid out, —• it was thought that maybe putting in a window would help to bring these people 'together' - more in a line of sight, —• Muriel and Dotty need a contact and sight line to people coming into the Building, —• it was noted that the Berger Rug has fuzzy veiling worked into top of rug to remove dirt on shoes as the people enter, —• 20 ft. of Porch with benches to wait for Vans to pick them up, —Janitor's closet should be up nearer the Kitchen.

6. At this point, a **Motion** was made by Phil Burnham and **seconded** by Muriel Boyce to present all of the above changes to John Catlin, Architect and it was **unanimously so Voted.**

7. Further discussion did take place regarding the Attic Plans and Details and with the use of skylights it was thought that this would be ok for we would be utilizing these to give more daylight inside the building. On the Roof Plan, it was mentioned that we need mechanical and electrical drawings and perhaps some information on Zoning. It also was mentioned that the Exterior Elevation has already encroached onto the Porch. In the Building Section, the Multi-Purpose Room, there is no clearance for a staircase, which is there, and the Wainscoting, mentioned earlier in a meeting in this room, does not show now. On the Interior Elevations, it was thought to be a good idea to move the door in each bathroom, handicap and there is a Unisex one too. It was thought the Vestibule was about 7 foot, 7 inches and maybe should be a little bigger. There is a Window Seat in one of the rooms and it was thought it would be more useful if it also was a storage seat. One could store paper goods, coffee maker and other small needed articles. We may need to adjust some lighting features after we get more information.

8. Paul mentioned here that we have the check for the \$29,276.50, authorized at our April 29th meeting, and we are going to present the check and the changes that we have authorized tonight when we meet with Catlin again. We will hold off on any additional plans and further work until we meet with the Planning Board to see if they have any changes or questions. We will also be asking Bob Clarke of Catlin Architecture to come to the Planning Board Meeting on Monday, May 18th at 7:00pm. in Room 200.

9. Paul asked that a meeting be posted for the SCBC for Monday, May 18th, being held in conjunction with the Planning Board's Meeting of the same date at 7:00 pm. and, if necessary to continue just the SCBC Meeting thereafter until finished with business on that date. (The Secretary mentions here the fact that both Phil Burnham and Jack Burrey will be away on vacation the date of May 18th and will not be in attendance at either the Planning Board Meeting and/or the SCBC Meeting if needed thereafter.)

10. The Minutes of April 29th are still outstanding.

11. 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 8:15pm. and it was **unanimously so Voted.**

Respectfully submitted,

Ruthann Cassidy

Ruthann Cassidy, Secretary