

TCP BUILDING DESIGN COMMITTEE

Gregory Roy, Chair
David Blatt, Vice-Chair
Michael Mackin, Clerk
Damon McQuaid, Member
Brian Lehtinen, Member
David Passios, Member
Tanner Cole, Member



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17 Main Street, P. O. Box 135
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March 11, 2020 6pm

Members Present: Brian Lehtinen, Greg Roy, Tanner Cole, Damon McQuaid, David Blatt, Dave Passios, Michael Mackin

Members Absent: none

Architects: Ed DiSalvio Tom Lam

Town Employees: Heather Lemieux, John Londa

Meeting called to order 6:03pm

Public comment; Greg Roy leaving at quarter to 7 and will turn over chair to David Blatt

Brian Lehtinen school committee meeting at 7.

Tanner Cole leaving at 7.

Comment from public: none

Meeting minutes: none

Meeting with the architect: kickoff meeting summary

Introductions were made.

Discussion from Architects:

You will see us at every meeting and Chris Sullivan and another architect Sebastian will come with Ed or Tom. We will get a walkthrough and get engineers here all at once. We will have hazmat and environmental come at the same time. We will have the building scanned. As far as scope of services we will reference RFP and outline what we plan to do. Visioning sessions start tonight and consolidate when we come back. Phase 1, tasks 1 and 2, space needs assessment. Combine all information given to us and get a fresh set of eyes and move forward. We intend over a 6 week period to wrap that up. These meeting dates we can change. Week of April 6th we will have done all the study and existing review and have a walkthrough. That meeting we will give a quick assessment and any red flags. A dozen architects and engineers. Any restricted access? We have Cori's and will be coordinating with the town manager and John Londa from the school department. Meeting three we will narrow it done on pricing. Design development services is going to schematic services and showing all the major rooms and adjacencies and more doors and detailed information. From the architectural standpoint these are the types of windows and doors and a detailed cost estimate. Ed will have the structural narrative. Site and civil will

have the drawings. Wrap it up in the middle of August. And we will talk about potential alternates. Michael Mackin asked about the level of detail and discussion on choices. Architects said it is important to talk the building committee and the detail on a cost estimate and send it to the town manager and if you need more information we can provide that. The worst thing is we are not on the same page.

Contract execution: we added more detail. When would the committee be satisfied and get the contract executed. The town manager stated the architect and town manager would sign the executed contract. Greg Roy stated the town manager is the procurement officer and will do the financing.

Michael Mackin stated this schedule takes us to August. Greg Roy stated we voted last meeting for only an update article for the town meeting. Dave Passios asked what does this do for the November meeting and what do we do in August to November.

The Architects stated one possibility is we keep meeting and complete the report. Maybe a month or so before we meet and freshen up the materials. We might want to hold off on the community meetings. Dave Passios mentioned 2 town meetings in the RFQ. Greg Roy stated we want to give an update at the town meeting. Architects stated we plan to be completed in the August time frame. We anticipate the 3 meetings in addition to the 2 town meetings. We might want to have another prep meeting before town meeting. End of March first week of April would be good for a walkthrough.

David Blatt said it would be good to wait for community outreach. Greg Roy stated the town meeting would be the first community outreach. We wouldn't really need to do a forum until we get past the pre-schematic stage. David Blatt stated having the existing 3d model would be good to have for the town meeting. Dave Passios inquired about the plot plan and footprint. Tanner Cole stated there is no plot plan and is not drawn to scale. It is the plan that draws the schools having the care and custody because of the new school, a graphic representation of who has the care and custody. Architects stated they plan to do a survey of the land. Tanner Cole asked if people can be in the building for the scanner. Architects stated they can do it after hours.

Architects asked what do you envision for the building in the future and what is unique about this building. David Blatt stated it is a community building and great potential for that and the town greatly needs that. A place for community to gather. Dave Passios stated community organizations space and for town offices and departments. We have the school entity which creates issues but not insurmountable. Separate entrances for entities. Damon McQuaid stated the number one reason is to have the town offices in there and everything is under budget, no grandiose features. Gathering spaces that are truly town spaces. The gym and the café don't need to be a grandiose meeting hall. The gym is a great use for boys and girls club, senior center, and adult sports. Freshen the spaces up. It would be nice to have the setup for recording meetings and the school use and what they need. They use the classrooms now. Focus on town offices, clean and nice.

Architects asked if there is a security system you would like it matched up to. The town manager stated we can talk to school and public safety. David Blatt mentioned using cubicles for future change. Greg Roy stated centralizing town offices as a priority. Dave Passios stated classrooms do not need to be used for single offices and walls are removable. Dave Passios stated the superintendent does not need to be in close proximity of classrooms. David Blatt stated we want you to talk to people and use your expertise. Michael Mackin stated it should be easy for the community to find out where they can go and

how the campus will integrate with the surrounding buildings like parking. Architects added that we can add architectural features that tie entry points together.

Architects asked if there were any consistent graphics for the town. Damon McQuaid stated there is no standard. Dave Passios stated his vision is town hall is to the left, and to the right is the community center and we brand it that way. Schools are an additional use but in the back. David Blatt stated, yes there is an entrance but there is not entrance and it may not be the entrance you pick and could use a facelift. Damon McQuaid stated we need one big meeting space and a lot of others. David Blatt stated the cafeteria could be a good large space for meetings. Michael Mackin stated the library space is often booked. The town manager stated we would need space for staff trainings as well. Rooms for under 20 person meeting rooms would be good. Dave Passios stated the Parks Department is partnering with the school and we could see some more from that. Michael Mackin stated the cafeteria would make for a better selectmen meeting than the gym.

Michael Mackin asked how do you get more stakeholders involved? Architects stated they will discuss with other stakeholders and we will facilitate that process. Dave Passios asked if we set up one day where they have 20 minutes with you and give their vision. David Blatt stated this is our open house and people do not show up. David Blatt mentioned discussions with senior center and boys and girls club. Dave Passios asked the town manager about consolidating the DPW town departments. Town Manager stated we are not moving police and fire. Tanner Cole asked if you are going to move the trucks too. Dave Passios stated administration should move. Tanner Cole stated Parks and Recreation is under the DPW, and same thing with sewer. Dave Passios stated he wants the command staff in all one building. David Blatt stated we should still ask if they would like to be in the building. The architects asked what do you want at the completion of the project? Efficient cost effective, useful, addition to the community, clean, welcoming, community center. Dave Passios stated he would bring something into the meeting about a plaque for his father and all of the principals.

The architects asked what are your priorities for this building: efficient use of space, visually pleasing, accommodating, cost effective, efficient flow of business. David Blatt stated the schools use it because it is extra space. David Blatt mentioned schools using the Brooks house. There is no ramp and not handicap accessible. Dave Passios stated it is a historical building. Damon McQuaid stated security is going to be an important question to answer to the town, that students are safe. There is a fear of asbestos and we need to answer those fears and concerns and will need to be a part of the presentation. Architects mentioned we will be doing that in phase 1 and incorporate into the presentation. Dave Passios asked whether this would be phased or vacant? The architects stated we will consider that and due the due diligence. Damon McQuaid stated it is important to know where to spend the money. David Blatt stated we have several buildings that will be vacant and that is a large obstacle. Not the architects issue but is a concern. Dave Passios stated people won't consider it until the building is vacated. Dave Passios stated we would like to do a questionnaire for the public at the town meeting. Damon McQuaid stated understanding traffic and being next to the school is important. The architect stated they will be doing a traffic study and analysis. Tanner Cole asked which intersections were you looking at? Dave Passios mentioned engineering traffic to not add to school traffic. Tanner Cole stated the design when the new school was done missed something. Damon McQuaid mentioned that the superintendent had stated if you do not like the drop off line have your child take the bus. Tanner Cole stated the driveway and Oak Ave should be included in the study. Damon McQuaid stated we did get a grant to improve sidewalks.

David Blatt mentioned to the architects to reach out to us with any questions. Dave Passios stated information can be disseminated but not discussed.

Public Comment: None

Future Meetings: April 8th and then 22nd meeting.

Damon McQuaid made a motion to adjourn, Dave Passios seconded. Roll call vote: Damon McQuaid, aye, David Blatt, aye, Dave Passios, aye, Michael Mackin, aye.

Meeting adjourned at 7:41pm