

**Sturbridge Senior Center Building Committee****MEETING MINUTES****Date: 1-30-2023****Time: 1:00 PM****Meeting Location: Sturbridge Town Hall****Project:****Sturbridge Senior Center**

480 Main Street

Fiskdale, MA 01518

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**Meeting Participants:**

Name	Affiliation	Present	E-Mail
Charlie Blanchard	SSCBC	Y	chasblanchard@msn.com
Bill Chamberland	SSCBC	Y	bchamberlandf31@gmamil.com
Rebecca Mimeault	SSCBC	Y	rebeccamimeault@hotmail.com
Alan Steinberg	SSCBC	Y	alansteinberg6@gmail.com
Mike Walker	SSCBC	Y	mdavidw85@charter.net
Neil Joyce	CMS	Y	neil@cms-ma.com
Scott Lubker	CMS	Y	scottl@cms-ma.com
Robyn Chrabascz	TOS	Y	rchrabascz@sturbridge.gov
Robin Grimm	TOS	N	rgrimm@sturbridge.gov
Leslie Wong	TOS	N	lwong@sturbridge.gov
Ned Collier	ICON	Y	ncollier@iconarch.com
Mark McKevez	ICON	Y	mmckevez@iconarch.com
Jeremy Tringale	ICON	N	jtringale@iconarch.com
Maria Baudler	ICON	N	MBaudler@iconarch.com

**Abbreviations:**

SSCBC – Sturbridge Senior Center Building Committee

CMS – Construction Monitoring Services, Inc. (Owner's Project Manager)

TOS – Town of Sturbridge

ICON – Icon Architecture (Project Designer)

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**RECORD ITEMS** – Record Items will appear for one additional meeting after item is closed. If applicable, see previous meeting minutes for additional information on all Record Items.

**AGENDA:**

Item No.	Description	Responsibility
1	<b>Meeting Minutes</b> – Approval of Meeting Minutes from 1/17 were approved by unanimous vote.	<b>RECORD</b>
2.	<b>Approval of Invoices</b> – None	<b>RECORD</b>
3.	<b>OPM Update:</b> <ul style="list-style-type: none"><li>○ Prequalification update - Advertisement placed with approximately 12 GC's who requested the RFQ. RFQ responses due back on February 9<sup>th</sup>.</li><li>○ CMS reached out to National Grid and Mass Save to introduce the project and have it assigned to a team. CMS will coordinate a follow up meeting and will include Bill from the committee.</li></ul>	<b>RECORD</b>
4.	<b>Architectural Update:</b> <ul style="list-style-type: none"><li>• Review of spreadsheet of design review comments –<ul style="list-style-type: none"><li>○ About 4 weeks into design. Have a design review set for internal consultants and OPM coming out next week. Updated set will be distributed to the committee on 2/17/23 prior to page turn meeting.</li><li>○ Material Life Cycles<ul style="list-style-type: none"><li>▪ EPDM Roof 30 Yr warranty</li><li>▪ Asphalt Shingle roof – 30 Yr Warranty</li><li>▪ Metal add alt – 60-70 Yr Warranty</li><li>▪ Treated cedar shingle – 50 Yr warranty</li><li>▪ TRESPA – 50 Yr warranty – Not a proprietary product as confirmed by ICON.</li></ul></li></ul></li></ul> <p>Discussion – committee would like to entertain Standing Seam roofing as alternate understanding it is a premium. Alan asked if there is a concern for sound transmission of Standing seam roof. Icon doesn't anticipate this being an issue.</p> <ul style="list-style-type: none"><li>• A102/A-201 – ICON advocating for an elevated wood deck. Robin brought this up due to concern with associated retaining wall. ICON confirmed their would be a grading problem with a SOG.</li><li>• Exercise storage needs – Is there a need for a door to enclose anything? Is there any plan to have any exercise equipment or anything specific not currently knows that needs dedicated storage. They currently have weights on racks.</li></ul>	<b>RECORD</b>

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	<p>Robin provided that there are some items that will need to be verified through additional discussion with Leslie where they should be stored.</p> <ul style="list-style-type: none"><li>• A-122 – ICON working with engineers to make sure equipment requiring maintenance/access is within 10’ from access panels.</li><li>• Light Levels - ICON looking for a uniform light level throughout that works to limit shadows etc.</li><li>• A-201 – Life cycles of exterior wood and other materials.</li><li>• A511 – ICON needs to review millwork details with Leslie.</li><li>• Waterproofing existing foundation – trying to accomplish this from interior via parging with grout. Costs to waterproof from exterior is expensive due to excavation. Robin said that there is minor water infiltration during heavy wet season. ICON is planning to treat water at the ground plain rather than with gutters and downspouts.</li><li>• Question on Propane tank and generator demo – ICON confirming if its in documents. Will review with the water department on decommissioning and or salvaging. CES to coordinate existing with New.</li><li>• MP-102 – Radiant panel vs baseboard perimeter heat. Bill asked ICON to investigate using ceiling fans to push heat down in lieu of baseboard radiators.</li><li>• Discussion about window types, glazing (dual pane vs. triple pane). Ongoing discussion based on modeling, detailing considerations, and cost benefit/impact.</li><li>• Site Plan review –<ul style="list-style-type: none"><li>○ TOS brought up concern about storm water runoff and keeping existing building foundation and basement dry. ICON proposing to manage water at grade as opposed to adding gutters, down spouts, and rain liters. ICON to review grading with Civil further to look at storm water management.</li><li>○ New Electrical service – CMS noted the new service from the street could sweep around the circular memorial/seating area at the bottom of the site and asked ICON to confirm with engineers and utility co if there is a need for a manhole or handhole as the conduit run could be too long to pull feeders in one pull. New service is underground.</li></ul></li></ul>	
	<p><b>Project Funding -</b> TOS will present a breakdown of historic preservation scope provided by ICON associated with the project worth just over \$2M that the town is hopeful will be funded through CPC and possibly ARPA funds.</p>	<b>RECORD</b>

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5.	<p><b><u>New Business:</u></b></p> <ul style="list-style-type: none"><li>• Elevator Repairs – There are currently repairs and maintenance recommendations from the elevator servicing contractor which was brought to the committee as a question if the repairs and maintenance should be done through the project budget or if they should be done prior and paid by the operating budget. It was recommended by the committee that Leslie have the recommended repairs/maintenance completed through the operating budget.</li><li>• Budget/Estimate –<ul style="list-style-type: none"><li>○ Alan asked about Hazmat scope and estimate. CMS confirmed Hazmat has been left out of the estimate and budget but ICON has a recent cost estimate for approx. \$30,000. ICON to forward this estimate to be incorporated into the budget.</li><li>○ Bill asked to confirm the Generator sizing and cost – CMS confirmed 200KW Diesel at roughly \$150K.</li></ul></li></ul>	<b>RECORD</b>
6.	<p><b>Next Meetings –</b> <b>Landscape/3D walkthrough meeting on February 6, 2023 @ 1:00 PM via zoom</b> <b>Page Turn on February 20, 2023 @ 1:00 PM at Town Hall.</b></p>	<b>RECORD</b>

**Adjourned – 2:55PM**

**END OF MINUTES**