

The August 23, 2023 meeting of the Community Center Building Committee convened at 3:37 p.m.

Present for the Committee: Ms. Stein, Mr. Tucker, Ms. Weinstein

Present for Staff: Mr. Genovese

Other: Mr. Aris Stallis, ARIS Land Studio

### **Tour of The Woodbridge Center**

The Woodbridge Center, located in the Center Building, was recently renovated. The architects were Silver Petrucelli and the committee thought that a tour would be beneficial in terms of learning about their process and getting advice based on their experience. Key takeaways include:

- Reception Desk has beveled edge Corian surface (no sharp edges) and 2 heights to accommodate those in wheelchairs and those who need to write/complete information while standing
- Bathrooms are designed to be “No touch” to minimize exposure – lights, faucets, toilets, towel dispenser, etc.
- Blinds on windows – make sure they are very opaque so that the room is really dark when the blinds are down
- HVAC – need dehumidification; check specs for engineering to make sure this is included; air filtration also needs to be appropriate (Michelle Miller)
- Lighting – very helpful to be able to adjust lighting in multi-purpose rooms with dimmers; may also want to consider being able to light portions of rooms with different lights and multiple ways to light a room
- Plug-in outlets for walls (many of them) and Bluetooth are essential for creating multiple uses of space within each room
- Floor surfaces – make sure that the cleaning products necessary for the floor surfaces are the same as what the staff currently uses for cleaning other spaces throughout Town buildings
- Locks – coordinate locks on all of the doors so don’t have a key ring full of multiple keys
- Contingency – oversight and tight control of the contingency \$ is essential
- Add alternates – are fantasies – construction/supplies/furniture, etc will be more than what is in your budget
- Shop around – potential to use national v state contractors can lower the cost
- 3D images can assist with being able to visualize the space in each room
- Other Items of Note:
  - Scheduling system for check-in/registration for events/create memberships /enables data collection
  - Coffee cabinet; sponsorship opportunity; posters on wall as well for sponsorships
  - May need to “build” some of the furniture – Town staff can assist
  - Table Storage Closet
  - Partition in large room is hung from ceiling so nothing on floor

### **Review & Approval of Meeting Minutes 7/10/23**

The minutes of the June 10, 2023 meeting were unanimously approved (Tucker/Weinstein).

### **Comments from DECD & SHPO Visit on 8/22/23**

- Latest construction documents were sent to both DECD & SHPO. Only representatives from SHPO were present for the walk through and will share their observations and recommendations with DECD
- No issues with internal work proposed.
- No real changes to outside of building so okay with plans
- Fencing proposed to shield outside mechanicals and trash bins is fine
- Waiting for approval letter(s) so can release bidding documents and funds

### **Site Survey Proposal from Cardinal Engineering**

- Scope of work is reasonable with ~2 days of field & drafting time
- Will find many utilities, microgrid, fiber optic line, etc which all need to be documented
- Also involved is a septic easement and water line placement which is likely to go under the stone wall. This needs to be reviewed during a walkthrough and involve Adam Parsons who built the stone wall
- Tony to speak with David Stein to get his advice regarding a not to exceed price of \$5000 or \$5500 and establishing a timeframe to include in the contract with Cardinal Engineering

### **Project Schedule**

- Coordination of this project with the completion of the Fire Shed and removal of all Fire Department equipment from the Old Firehouse is critical
- A timeline for coordination of these projects was reviewed (see attached)
- Under the best of circumstances construction in the Old Firehouse can begin in January 2024
- Meetings are scheduled on a weekly basis to keep the coordination of these projects on track
- Several other issues related to future use of the outdoors areas need to be considered and included in the scope of work:
  - Electrical outlets outside will require trenching for conduit
  - Patio outlets – conduit out of building to 3 edges of patio
  - Lights in the parking area(s) will need conduit
  - Lights in pavilion will need conduit (also some potential for solar on roof of pavilion)
  - Want some source of heat for pavilion – electric or gas??; electric is easier to install
  - Inverter will allow for electricity to go both ways using the same conduit
  - All of these requirements will need to be factored into the size of the panel that is needed inside the building

**NEXT MEETING IS WEDNESDAY, SEPTEMBER 20, 2023 @ 4:00 pm**  
**Focus is review of Construction Documents**  
**Questions should be compiled and submitted by 9/13**

**Adjournment**

The meeting adjourned at 5:20 p.m.

Respectfully submitted, Sandra Stein