

Meeting Minutes                      **Senior Center Building Committee**  
 Project:                                    **Ludlow Senior Center**  
 Meeting Date:                            **February 14, 2019 5:45pm**  
 Next Meeting Date:                      **February 21, 2019 5:45pm**  
 Location: Current Council of Aging Building

**Attendees:**

- ✓ Fred Lafayette - Chairman                      ✓ Matias Gonsalves
- ✓ Richard Moskal - Vice Chair                    ✓ Mike Szlosek
- ✓ Steve Santos    ✓ Jodi Zepke - COA Director
- ✓ Marco Crescentini - Dietz                        ✓ Daniel Pallotta - P-Three Inc.
- ✓ Derek DeBarge                                        ✓ Robert Todisco - P-Three Inc.

Initial Date	Responsible	Status	Description
1/31/19	P-Three	Noted	<p>P-3 Distributed a Preliminary Budget Template. The Budget will be populated with Town Meeting Budget Presentation.</p> <p>11/8/18: P-Three Distributed a suggested Budget populated with numbers that match the Appropriation.</p> <p>12/5/18 - No change to the budget</p> <p>1/31/19 - No change to the budget or schedule</p> <p>2/14/19 - No change to the budget or schedule. The current budget will be emailed to Rich so that he may prepare updates for FinCom.</p>
2/14/19	Owner	Closed	<p>Review of Previous Minutes: Meeting Minutes from 8/8/2018, 8/28/2018 and 9/6/2018 approved on a Motion by Mike, and seconded by Jodi. VOTED: UNANIMOUSLY</p>
2/14/19	P-Three	In Process	<p>Design Update: P3 stated that additional geotechnical borings will be necessary once the building is located on the site. Additional existing conditions survey work will also need to be conducted. P3 will coordinate with a survey and will get a proposal for the work.</p>
2/14/19	Dietz	In Process	<p>Design Update: Marco presented schematic design process moving forward. Tonight Marco presented schemes for interior program arrangements &amp; adjacency diagrams that he worked on with Jodi this week. The committee agreed that the building should be positioned and designed in a way that would enable future expansion of the building.</p> <p>P3 recommended the next meeting be a week from tonight. This will help expedite the schematic design phase. Next week should be about agreeing on the conceptual floor plan including programmatic adjacencies and general square footages of each program.</p>
2/14/19			<p>Meeting adjourned at 7:02pm on a Motion by Mike and Seconded by Jodi. VOTED: UNANIMOUSLY</p> <p>Next Meeting, 2/21/2019 5:45pm</p>

Meeting Minutes      **Senior Center Building Committee**  
 Project:                **Ludlow Senior Center**  
 Meeting Date:        **February 21, 2019 5:45pm**  
 Next Meeting Date:   **February 28, 2019 5:45pm**  
 Location:              **Current Council of Aging Building**

**Attendees:**

- ✓ Fred Lafayette - Chairman      x      Matias Gonsalves
- ✓ Richard Moskal - Vice Chair    ✓      Mike Szlosek
- ✓ Steve Santos                     ✓      Jodi Zepke - COA Director
- ✓ Marco Crescentini - Dietz       x      Daniel Pallotta - P-Three Inc.
- ✓ Derek DeBarge                   ✓      Robert Todisco - P-Three Inc.

Initial Date	Responsible	Status	Description
2/21/19	P-Three	In Process	<b>Budget Update:</b> 2/21/19 - No change to the budget. A printed budget will be shared at the next meeting to reflect all committed costs to date.
2/21/19	Owner	Pending	<b>Meeting Minutes:</b> February 14, 2019 Meeting Minutes not discussed. Will review at the following meeting (2/28/19)
2/14/19	P-Three	In Process	<b>Engineering Update:</b> 2/14 - P3 stated that additional geotechnical borings will be necessary once the building is located on the site. Additional existing conditions survey work will also need to be conducted. P3 will coordinate with a survey and will get a proposal for the work. 2/21 - P3 requested that the committee allow them to engage with Heritage Surveyors to complete an existing conditions survey necessary for Schematic Design. A Motion was made by Mike to approve the site survey service for a not to exceed amount of \$3,000. Motion seconded by Rich. Voted unanimously.
2/21/19	Dietz	In Process	<b>Schematic Design Update:</b> Marco presented a conceptual floor plan that he collaborated with Jodi on. The committee deliberated on the following subjects related to the plan:  <ol style="list-style-type: none"> <li>1. number of bathrooms should increase. Marco will explore adding "satellite" single use restrooms on the ends of the two building wings.</li> <li>2. The committee agreed that the billiards room needs to be increased.</li> <li>3. width of hallways can be studied more as the design progresses.</li> <li>4. adjacency of cafe to the lobby and kitchen. This area of the plan may be adjusted as the design progresses.</li> <li>5. Two story options were ruled out due to increased cost, lack of administrative control &amp; sightlines.</li> </ol> A motion was made by Fred to allow Dietz & Company to proceed with developing conceptual plan "Option A." Motion seconded by Mike. Voted unanimously.
2/21/19	P-Three	Noted	<b>Project Schedule Update:</b> P3 presented a new project schedule dated 2/21/2019. The schedule was deliberated by the committee and team and was agreed that the project will reach the Bid Phase by September 2019. The individual dates on the schedule are fluid and are subject to change. P3 recommended the committee meet next week to review conceptual site plan / building orientation schemes by Dietz.
2/21/19			<b>Meeting adjourned at 7:32pm on a Motion by Jodi and Seconded by Mike. VOTED UNANIMOUSLY</b>  Next Meeting, 2/28/2019 5:45pm at the Senior Center