

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

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2019 MAY -3 P 2: 21

TOWN OF LUDLOW

Attendees:

- | | | |
|--------------------------------|---|--------------------------------|
| ✓ Fred Lafayette - Chairman | x | Matias Gonsalves |
| ✓ Richard Moskal - Vice Chairn | ✓ | 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	Budget Update: 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	Meeting Minutes: February 14, 2019 Meeting Minutes not discussed. Will review at the following meeting (2/28/19)
2/14/19	P-Three	In Process	Engineering Update: 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	Schematic Design Update: 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"> 1. number of bathrooms should increase. Marco will explore adding "satellite" single use restrooms on the ends of the two building wings. 2. The committee agreed that the billiards room needs to be increased. 3. width of hallways can be studied more as the design progresses. 4. adjacency of cafe to the lobby and kitchen. This area of the plan may be adjusted as the design progresses. 5. Two story options were ruled out due to increased cost, lack of administrative control & sightlines. 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	Project Schedule Update: 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			Meeting adjourned at 7:32pm on a Motion by Jodi and Seconded by Mike. VOTED UNANIMOUSLY Next Meeting, 2/28/2019 5:45pm at the Senior Center