

MEETING MINUTES
Marshfield COA Senior Center Building Committee
Meeting July 2, 2020
Meeting 10:00 AM via Zoom

ATTENDANCE: Tony Bullock – Assistant Facilities Manager, Matt Currie - at large, Curtis Edgin - Architect, Sheila Gagnon - Co Chair, Rudi Hall and Brenna Motter - Caolo & Bieniek, Carol Hamilton – COA Director, Michael Maresco - Town Administrator, Fred Russell - Facilities Manager, Bill Scott - Co-Chairman and Dan Pallotta P-3 OPM, Attendance was confirmed by voice.

ABSENT: Peg Davis and Patrick Dello Russo

CALL TO ORDER: Bill Scott called the meeting to order at 10:13 AM

APPROVAL OF MINUTES: The minutes of our June 18, 2020 meeting were moved by Sheila Gagnon and seconded by Matt Currie, and approved by a roll call vote with all present voting to approve as written and without discussion. (See “Voting Chart Table” on the next page of these minutes.)

PROJECT MANAGER UPDATE: Dan Pallotta representing P-3 as Owners Project Manager discussed the “Vision Statement” and after discussion with Mike Maresco agreed to meet with Bob Galvin and Mike to review the “Vision”. He also urged the COA team to work with Curtis to determine the needs for the café. It was later agreed that Curtis, Carol and Sheila would meet and develop the plan for the café. Dan reminded the group that we need to work quickly to maintain our schedule and get out to bid while the current Covid-19 Pandemic is creating a favorable economic environment for construction bidding.

CAOLO & BIENIEK UPDATE: Curtis indicated that the site drilling report had been received and did not appear to present any issues. Curtis then displayed revised drawings of the addition and walked us through some of the details such as the millwork and walls. The millwork will match the current building as closely as possible to make the addition appear as an extension of the current building. The library will have shelves with space exceeding the current library shelf space. The Café discussion resulted in agreement that the ice machine generates sufficient heat and would be used more in the dining room, so it will be located in the current kitchen, if purchased in the future. It was also agreed that Sheila, Carol and Curtis will meet the week of 7/6 to finalize the café requirements. CBA presented a suggestion for the display cases requested by the Veterans group; however the group has not provided details on the specifics of the material to be displayed.

On the Media room the discussion was on the value of having a movable wall to divide the room in half. While providing the value of offering two rooms when needed, but at the cost of reducing space when used as one room. After evaluating the pros and cons it was agreed to eliminate the moveable wall.

CBA will forward plans showing proposed locations of data jacks, wireless access points & CATV locations for review by the town’s IT folks.

The discussion picked up an open item from the last meeting on changes to the existing building as a result of construction of the addition. Due to the creation of an emergency exit in the existing building library area and a doorway between the new reception and the current office space, three offices will be created in the space of the current library and the area where the pool table is currently located. Items such as painting, carpeting in the existing building will not be part of the town funded project unless they are ruined by the construction of the addition.

The discussion was then on the temporary new entrance to the Senior Center during construction. It was first proposed in the “exercise” room, but Carol indicated it was heavily used for classes. It was decided that the dining room would work best

using the doors closest to the kitchen. To control the temperature difference between inside outside a temporary structure will be built either inside the dining room with heaters, or outside the dining room with heaters.

Sheila moved to adjourn at 11: 42 AM and Matt seconded.

Voting Table Chart 7/2/2020

Name	Member/ Guest	Attending	Accept Minutes Yes/No	Adjourn Yes/No
Tony Bullock - Facilities	M	X ²	Y	-
Matt Currie	M	X ¹	-	Y
Peg Davis	M	-	-	-
Patrick Dello Russo - Treasurer	M	-	-	-
Curtis Edgin - Architect	G	X	Y	Y
Sheila Gagnon - Co-Chair	M	X	Y	Y
Rudy Hall	G	X	-	-
Carol Hamilton COA -Director	M	X	Y	Y
Michael Maresco - Town Admin	M	X ²	Y	-
Brenna Motter	G	X	-	-
Dan Pallotta - OPM	G	X	Y	Y
Fred Russell - Facilities Mgr	M	X ²	Y	-
Bill Scott - Co-Chair	M	X	Y	Y

¹ Joined in progress

² Left in progress

NEXT MEETING: 10:00 AM Thursday, July 16, 2020 via Zoom.

Respectfully Submitted by,

Bill Scott *Carol Hamilton*

Bill Scott and Carol Hamilton