



TOWN OF MENDON

**Council on Aging
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Architectural and Engineering Study Committee

Minutes – July 26, 2018 Meeting

Meeting called to order at 2PM.

Attending:

- Committee members: Mike Ammendolia, Mark Bucchino, Sue Carlson (delayed), Diana Carter; Earl Pearlman, Kevin Rudden, Amy Wilson Kent and Pat Vandenberg
- Guest: Allan Kent

1. Approve minutes of June 29, 2018 meeting – Approved unanimously.
2. COA at its next meeting is going to figure out how to get brush cleared off the one-acre site next to the Senior Center so people can walk it. Kevin would like to put in metal fence posts with orange tennis balls on top to make it easy to see total area boundaries.
3. Update on DEP July 3rd visit regarding well – Susan from DEP plans to tell her boss that we are building an addition rather than rebuilding the Senior Center, so the existing well location may be acceptable. Kevin will be measuring 100-foot distances from well to indicate areas where we can't build the expansion. In a worst-case scenario, we will have to drill a new well.
4. Review draft of RFQ – Kevin asked if anyone had suggestions for changes to the RFQ. The only changes were suggested by Pat and Allan, which were accepted. Kevin will send Pat revised Attachments A, B and C. Pat will send draft back to Kevin. Kevin will send to Town Administrator Kim Newman and ask that Town Counsel review it.
5. Proposed Time Line – Pat developed a proposed time line for getting the RFQ out and hiring an architect. This timeline will be adjusted based on when the RFQ comes back from Town Counsel. Amy suggested having the Pre-proposal meeting after Labor Day.

6. Uses of \$50,000 from state – The state’s fiscal year 2019 budget includes \$50,000 for the Senior Center expansion. Kevin suggests using it as follows: If architects’ bids come in at more than the \$20,000 funded by the Town, for soil borings in advance of going to Town Meeting for construction funding, and to either lower construction costs or use as a contingency fund during construction.
7. Mike brought up what we would ask the Architect/Design Firm to include in their design. Discussion brought up:
 - a. Meeting room for 250 people capable of being divided
 - b. A larger, better laid out kitchen capable of serving number of people in meeting room
 - c. Privacy rooms for medical appointments, etc.
 - d. Office space
 - e. Lots of storage available
 - f. Pool table room
 - g. Floor and walls materials that last.
8. Set time and date for next meeting – Thursday, August 23, 2018 at 3PM. Members to bring in lists of what they want to see in expansion. Kevin to look at showing architect John Caitlin’s slides about new Senior Centers.
9. Trip to Franklin’s Senior Center scheduled for August 3

Meeting adjourned at approximately 4p.m.

APPROVED: 8/23/18