

**Seekonk Senior Center
Seekonk, MA**

Date:	March 12, 2015
Prepared by:	Mary Brewster
Attending:	JR Chenevert, John Santos, Dave Bowden, Mary Brewster
Distribution:	Dave Bowden, BTGA File

A meeting was held to review the schematic design. The following comments were noted:

GENERAL

1. John Santos needs a floor plan with room dimensions to determine occupancy and fixture loads for the building. This includes the entire building.
2. There is a 2000 gallon oil tank under the floor in the garage part of the building. It needs to be pumped and filled after the new HVAC units are operational.
3. The existing chimney on the east side of the building needs to be demolished for egress. There will also need to be a paved path behind the building. The Town has been successful in negotiating a 15' easement on the adjacent YMCA lot to allow egress from behind the building.
4. The door swings for the Multi-purpose room from the corridor needs to be reversed.
5. Whether there is a crawlspace or a filled floor in the current pool area will be determined by whether a sprinkler system is required.

KITCHEN

1. The Kitchen must not have elements that would trigger commercial kitchen requirements. The budget will not allow all the requirements that the latter would entail.
2. The Kitchen will have residential appliances. The sink must be a 3 bay stainless steel unit with a 30 pound grease trap below it. There needs to be a separate hand-washing sink. The cooktop will be a 5 burner gas unit with a residential hood. There will be warming ovens, residential dishwasher, and a separate refrigerator and freezer.
3. The room should be finished with a seamless floor and FRP panels on the walls.
4. The countertops will be laminate.
5. The island could be a stainless steel topped table.

NEXT STEPS - OWNER

1. The Building Inspector will determine building occupancy figures for use in septic system design, plumbing fixture counts, and the like before BTGA starts engineering work.

NEXT STEPS - BTGA

1. BTGA to provide the building Inspector with copies of the floor plans with dimensions noted.

If any of the above is inconsistent with your understanding, or this meeting memo fails to document any items discussed, please contact our office immediately.