

**Seekonk Senior Center**  
**Seekonk, MA**

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Date: May 12<sup>th</sup>, 2015  
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A meeting was held to review the Mechanical, Electrical, and Plumbing design. The following comments were noted:

**HVAC**

1. The HVAC system will be replaced in full to bring the building up to code.
2. The hot water system is designed to accommodate the Phase 2 portion of the building.
3. The engineers designed the hot water system to be one unit. This keeps cost down but does mean the facility does not have a backup system if it were to breakdown. The Committee was satisfied with this design.
4. Heating will be provided through baseboard heat with A/C as units in the ceiling.
5. Thermostats could be lockable to prevent misuse. The program will be lockable to prevent overuse.
6. The design provides wired thermostats with the option to be replaced with wireless in the future. This will keep initial costs down but allow the Center to upgrade easily with technology in the future.
7. The VRF system is currently the A/C system but can be used as a backup heating system if the primary system shuts down.
8. The design provides an ERV system for fresh air intake required by code. This system is more costly but more economical to run which saves money. The ERV system pulls in exterior air and adjusts its temperature before distributing to reduce energy costs.
9. The design provides a second ERV system in the multipurpose spaces due to varying volumes of occupants in these spaces.
10. Maintenance for HVAC units will include filter changes and annual boiler maintenance.
11. Accessory spaces like lavatories, storage, and mechanical are not being cooled as part of this design.
12. An interior stair hatch to the roof was recommended for safety and accessibility to the rooftop units. This will eliminate the need for roof rails.
13. A new gas line is being provided. This will reduce annual costs to run over electric.

**PLUMBING**

1. The domestic water lines are being reused throughout the space.
2. Plumbing fixtures have been specified as low-flow fixtures for energy savings.
3. New boiler is sized to accommodate phase 2 spaces. It will have shutoff valves into phase 2 space.

**FIRE PROTECTION**

1. The Fire Marshal is requiring the Phase 2 spaces have full fire protection systems in place as part of this renovation. The fire protection engineer recommended leaving the ceilings down in these spaces once the sprinklers are installed in preparation for phase 2.
2. The location of the fire alarm boxes was discussed. BTGA recommends moving the fire departments access point and needed systems to the back vestibule for better accessibility. The fire protection engineer agreed to meet with the fire department to review their preference.

#### **ELECTRICAL/SECURITY**

1. The electrical systems were reviewed. Code requirements and the increased needs of the future elevator provided in phase 2, the electrical systems were upgraded throughout.
2. The Committee requested every work station and office have, at minimum, a quad outlet. They asked that outlet locations be increased overall.
3. Surge protection is a concern. The electrical engineer will provide separate circuits to reduce issues.
4. Quad outlets and data to be provided in the ceiling of both multipurpose rooms and classroom for projectors and wireless access points.
5. The outlet at the copier to be on a separate circuit.
6. The security vendor requested outlets in the mechanical room to plug their system into. The engineers to coordinate with the Owners security vendor to ensure sufficient room in the mechanical room and connections throughout are provided.
7. BTGA to provide Design Development documents to the Owners security vendor for review.
8. A touch keypad for security is requested in the reception space.
9. 2x2 recessed ceiling lights to be dimmable in multipurpose rooms.

#### **SITE**

1. The fence between the parking lot and the green space is to be eliminated.
2. Unilock pavers at the patio area are requested.
3. The existing sign at the road is to be demolished in its entirety.
4. The committee has requested the exterior entrance design (provided as an alternate) should be detailed and provided to them for external pricing.

#### **NEXT STEPS**

1. BTGA to provide Design Development documents to the Owners security vendor for review.

*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.*