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TOWN CLERK**MEETING MINUTES****Public Facilities Improvement Plan – Fairhaven, MA**

2018 JUN 15 A 10:33

HKT Project No.: 21713

FAIRHAVEN,  
MASS.**Meeting Title:** Meeting #4**Meeting Minutes By:** Janet M. Slemenda, HKT Architects**Date:** February 27, 2018**Time:** 3:00 PM**Location:** East Room, Town Hall, 40 Center Street, Fairhaven

**Attendees:**

■ Bob Baldwin, CPC (BB)	Amy J. Dunlap, HKT (AJD)
■ Vinnie Furtado, CPC (VF)	■ Janet M. Slemenda, HKT (JMS)
■ Wendy Graves, CPC (WG)	Chief Michael Myers, ToF PD (MM)
■ Cathy Melanson, CPC (CM)	Chief Timothy Francis, ToF FD (TF)
■ Mark Rees, CPC (MR)	Deputy Chief Todd Correia, ToF FD (TC)
■ Andrew Tillett, CPC (AT)	
Nikki Potter, ToF (NP)	

**Abbreviations:** CPC: Capital Planning Committee, HKT: HKT Architects Inc., ToF: Town of Fairhaven, FD: Fire Department, PD: Police Department

**Item**

- 4.01 Minutes from the February 6th meeting were distributed. The committee voted unanimously to accept the minutes.
- 4.02 JMS discussed proposed solutions and alternatives for 5 buildings.

Police and Fires Station with Emergency Management: 3 sites were reviewed to determine if they could meet the needs of the FD/PD program.

- 194 Bridge Street: Site includes previously tagged wetlands on west portion of buildable site and a 100' utility easement. Other constraints of the site include the proximity to the former dump, a town-owned garage building and the location of the Animal Shelter.
  - Option includes retaining Animal Shelter, keeping buildings and parking away for wetlands boundaries and accessing the site within easement, a condition that currently exists.
  - Building is planned with FD apron on Bridge Street and main portion of PD located behind the shelter with employee support, administration and shared spaces located between those areas on two levels. There is area to provide for fire training.
  - Committee comments: Positive reuse of Town-owned land, easy access for FD and good access for PD, reusing the shelter is possible. Other comments included the concern for the possibility of hazardous materials on site. VF mentioned that there have been reports completed for this site. MR will search for and provide HKT that information.

- MR felt that the Animal Shelter location might work better in another location behind the FD/PD and asked that we look at an option for replacing that structure in either a stand-alone facility or attached to the FD/PD.
  - 172 Bridge Street: Site includes significant wetlands with limited buildable area.
    - Due to limited buildable area the site was deemed not appropriate for the Public Safety complex.
  - 245 Bridge Street: Site includes existing commercial structure with parking. No significant site conditions noted; however, location at a major intersection, Alden Road and Bridge Street, is problematic for movement of emergency vehicles. Another concern in the removal of commercial property from the town's tax base.
    - Option includes egress from site onto Bridge Street. Floor plan includes a linear design with FD at one end and PD at the other with support, administration and shared spaces on two levels in between.
    - Committee concerns revolve around the intersection and the removal of viable commercial property.
- 4.03 Recreation and Senior Center: 2 options were considered for this complex.
- Option A: Senior Center additions to the South and East and Recreation Center addition to the South. Parking is reduced by 6 parking spaces.
    - Day program is accommodated in an addition located on the south side of the center adjacent to the courtyard. Reception is relocated to the multi-purpose room closest to the lobby and that room is relocated to what had been the reception desk and the director's office. A second addition is located adjacent to the kitchen at the end of the hallway. This addition will house offices, the freezer required if this becomes an emergency shelter, and storage. This option requires a good amount of space reconfiguration. An addition located behind the gymnasium will be used for storage.
    - Recreation comments: MR requested that we add some more space to increase programming areas for the recreation department. The space will be located at the rear overlooking the green space.
  - Option B: Senior Center additions to the North and East and Recreation Center addition to the South. Parking is extended into green space off of Huttleston Ave. to recapture 18 parking spaces lost to additions.
    - Day program, with a separate entry point is accommodated in an addition located on the north side of the building in the existing parking lot. A second addition is located adjacent to the kitchen at the end of the hallway. This addition will house offices, the freezer required if this becomes an emergency shelter, and storage.
    - Recreation comments: MR requested that we add some more space to increase programming areas for the recreation department. The space will be located at the rear overlooking the green space.
    - Senior space comments: AT noted that each option had three construction locations. The recreation addition location is a given. We discussed whether the two additions in both schemes A and B could be consolidated into one. JMS explained that the additions were meant to work with the existing rooflines and window openings and that further design studies will be completed when the project becomes a design/construction project.
  - MR asked that HKT share these two options with the Council on Aging director, Anne Silvia and have her make the decision on which is the preferred scheme.
- 4.04 Town Hall: The purpose of this exercise was to figure out how to make the building fully accessible. The reorganization of office space was shown to suggest options or to note departments that will need to be relocated, and was not made based on conversation with staff members. Not included in

the plans are other items that would need to be addressed such as door hardware and actuators, service desks, toilet renovations and the like. 4 options were considered.

- Option A: This option includes a ramp on the south elevation which ends at the porch; original doorway into Town Clerk office opens to lift; lift provides access to front offices and basement. A second lift is located in current Town Administrator Office to provide access to main first floor or from main first floor to front of building.
  - A new Meeting Room is added in the current Town Clerk area.
  - Veterans Services relocated to provide appropriate accessible egress pathway.
  - Board of Health moves elsewhere.
  - Harbormaster moves to Public Safety facility.
  - Community Development moves to SW corner of second floor.
  - Mezzanine abandoned – not accessible, headroom below code allowable.
  - Basement level suggests reconfiguration.
  - Assessor's office may be undersized.
  - Comments: The option works but an exterior ramp does impact the building significantly. The addition of the meeting room does meet a programming need.
- Option B: This option includes a new entry door at "cut down" window in former Town Clerk Office; leads to vestibule and lift to front offices and basement. A chair lift at main stair is added to access remaining offices.
  - A new Meeting Room is added in the current Town Clerk area.
  - Veterans Services relocated to provide appropriate accessible egress pathway.
  - Basement level suggests reconfiguration.
  - Building Department moves elsewhere.
  - Harbormaster moves to Public Safety facility.
  - Community Development moves to SW corner of second floor.
  - Mezzanine abandoned – not accessible, headroom below code allowable.
  - Comments: The entry at a window that has been cut down to grade was viewed as generally acceptable although the impact on the building is recognized. The addition of the meeting room does meet a programming need.
- Option C: This option includes a ramp on the south elevation which ends at "Post Office"; lift provides access to front offices. A chair lift at main stair is added to access remaining offices. Ramp on east side to basement level areaway; new landing with lift provides accessible pathway to basement.
  - Impacts basement level requiring changes to access Records + Janitor's.
  - Veterans Services relocated to provide appropriate accessible egress pathway.
  - Board of Health moves elsewhere.
  - Harbormaster moves to Public Safety facility.
  - Community Development moves to SW corner of second floor.
  - Mezzanine abandoned – not accessible, headroom below code allowable.
  - No additional meeting space is created
  - Comments: The option works but two exterior ramps do impact the building significantly. It still does not allow access internally from the first floor to the basement.
- Option D: New lift located in main corridor between stair and Assessors Office; lift provides access to offices in front of building and basement.
  - Veterans Services relocated to provide appropriate accessible egress pathway.
  - Basement entry to office suite is relocated into "Employee Only" corridor.
  - Harbormaster moves to Public Safety facility.
  - Community Development moves to SW corner of second floor.
  - Mezzanine abandoned – not accessible, headroom below code allowable.

- Finance department reconfigured.
    - No additional meeting space is created.
    - Comments: The internal lift does not impact the exterior elevations. The impact on Finance could be significant.
  - Comments: Options B and D were preferred by the Committee. Option B does make the front door accessible which is a positive development while Option D maintains the rear access and does not impact the main elevation. Both schemes require reorganization of interior spaces. Another issue identified was the interior room layouts which lack accessible service counters, and include large furniture systems with many additional tables and counters that have been added as needs changed. Recognizing the unique character of these spaces, including curved wall and fireplaces, new furniture systems that reflect the way computers are used and paper is stored, could benefit all departments. Important to everyone was the need to have safe and secure service counters that serve all member of the community.
  - The opportunity to relocate any or all departments to better reflect how the public interacts with these departments or the space required was viewed positively.
- 4.05 BPW: 2 issues were explored. The first was the need for additional storage space for vehicles and equipment. The second was the need to reorganize the administrative office space to better serve the public and provide separation for staff.
- Option A: 8,000 SF vehicle storage building located in rear yard. This option includes drive thru bays and is located on wetlands buffers.
  - Option B: 8,000 SF vehicle storage building located in rear yard. This option is located deeper into the yard and does not have drive thru bays. Most of the building is out of the wetlands buffer.
  - Comments: VF preferred Option A due to its drive thru bays and proximity to the remaining building. HKT will confer with Pare Corp.
  - Option C: Administration modifications include a reorganized entry sequence to provide separation from visitors. The service counter now includes a full wall with door and a roll down counter door. The storage room is subdivided to create a small Plan Room and Storage area accessed off lobby. The reorganizes office area accommodates records storage and the safe is relocated to the work zone. The large desks are replaced with modern office furniture in an open cube configuration. The only window in this area may be partially hidden by storage units.
  - Option D: Administration modifications include a reorganized entry sequence to provide separation from visitors. The service counter now includes a full wall with door and a roll down counter door and is rotated to face the entry door. A new glass enclosed Plan Room is located off the lobby and off the work space. The storage room is unchanged. The large desks are replaced with modern office furniture in an open cube configuration and located closer to the windows.
  - Comments: VF felt that the office staff would prefer the scheme that does not block the window and liked the plan room location.
- 4.06 Leroy Wood Elementary School: A new stair has been located to provide access for the staff from parking to the staff entrance. The change in grade is approximately 6'.
- 4.07 Work at other Town buildings including the library and schools will include deferred maintenance items and new mechanical and electrical equipment as noted in reports.
- 4.08 Mark Rees noted that HKT should include renovation work at the Tripp School Building to include the following programs:
- School Administration: JMS will contact BB to discuss needs.



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- Special Education Multi-Purpose Classrooms: JMS will contact BB to discuss needs.
- Town Administration departments that may need to move if town hall renovations dictate it: HKT will indicate an area to accommodate possible needs such as the Board of Health or Building Department. HKT will include exterior renovations and site improvements.

4.09 HKT discussed next steps:

- The overall schedule was reviewed starting with Town Meeting and working back. The tasks include estimates of the projects, development of timelines and priorities, a Public Meeting and preparation for the May 5<sup>th</sup> Town Meeting.
- HKT will be taking the preferred schemes, as well as all of the other information that has been developed by HKT and the consultants, and putting that into a format for the cost estimator. That effort takes more than three weeks' time.

4.10 HKT will make sure that the Town has copies of all the presentation's to date so that they can be included on the Town's website.

Please notify HKT Architects within 48 hours if these minutes do not accurately reflect discussions.

**Next Meeting to be held: March 27, 2018, 3:00PM, East Room of Town Hall.**