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meeting notes

date: February 9, 2011

job name and number: Kittery Community Center at Frisbee Commons

subject: Design Phase Meeting #2

present: Building Committee Members

Jon Carter	Town of Kittery
Gerry Mylroie	Town of Kittery
Janice Grady	Director, Kittery Recreation Department
Joel Bargmann	BH+A
Steven Gribbin	BH+A
Jeffrey Clifford	Altus Engineering
James Parkington	Petersen Engineering

by: Steven Gribbin

distribution: To Jon Carter for distribution to Building Committee Members
Jeffrey Clifford
James Parkington

The following are the minutes of the design portion of the building committee's meeting of the Kittery Community Center at Frisbee Common.

PURPOSE

The purpose of the meeting was to update the building committee regarding the progress of the work, present several design issues and obtain the committee's approval to proceed with the Planning Board documentation and approval process.

MEETING

1. Jeff Clifford of Altus Engineering as well as BH+A reviewed the site plan progress with the Committee.
 - a. The path that ran along the north side of the gym from the parking area was relocated to run from the parking area diagonally to the stairs of the existing building. The reason for the change is that the grade along the side of the gym is too steep and would require a stair.
 - b. The northwest lawn area will be left as it currently is landscaped. There should be no issues with accommodating a future playground in this area.
 - c. The parking count was revised from the previous total of 132 spaces to 122 spaces with 13 of these spaces being overflow parking in the basketball court area. This new parking count still exceeds the parking requirements for the project.

- d. An alternate parking plan was discussed which proposed 155 permanent parking spaces. 21 parking spaces could be gained by disposing fill from the gym excavation along the east edge of the existing parking lot and 25 parking spaces could be gained by making permanent parking in the basketball area. This alternative will cost more than the current plan and is not in the current budget.
 - e. Traffic loads for the project as a community center are a decrease from its current use as an elementary school. The new traffic load also does not trigger any review by the state which, although a positive, prohibits the possibility of getting the state to approve a traffic signal at the intersection of Goodsol Street and Route 236.
 - f. The location of the new gas line, the new drainage basin in the northwest lawn area, and the new storm water drainage line to the southeast were reviewed. The existing sewer lines are adequate for the project.
 - g. Site electrical was discussed. The existing parking light poles can be reused and the overhead electrical lines need minor relocation. The project requires additional electrical services which will be provided by a new line in addition to the existing lines. The total new electrical service will be sized to handle the future service needs of the Annex as well.
 - h. The new garage is being priced as an alternate but should be drawn on the site plan for approval by the planning board. A new garage is not in the current budget.
2. James Parkington of Petersen Engineering as well as BH+A reviewed the Mechanical and Fire Protection progress with the Committee.
- a. Petersen Engineering is currently working with the gas company to get gas service brought onsite. The current design assumes that gas will be provided. The gas line will enter the building on the west side and will run through the existing building to the boiler room.
 - b. The existing concrete encased oil tank is located in the back of the building and will need to be removed to make way for the construction of the gym.
 - c. The existing boiler is a 2003 model cast iron boiler installed in 2005. The current plan is to convert the boiler from oil fire to gas. The advantage to doing this is that the existing cast iron boiler can last up to 30 years and has only been in service for 5 years and this scenario is the least expensive. The disadvantage is that the cast iron boiler currently runs at 80% efficiency and when converted to gas will not be any more efficient.
 - d. An alternative boiler system would consist of removing the existing cast iron boiler and installing a new modulating boiler system. The advantage of this system is that it is more efficient than the cast iron boiler. The disadvantages are that the system has a short lifespan, will need to be replaced at least twice compared to the cast iron boiler, and the payback for the increased efficiency is project to be more than 10 to 15 years.
 - e. The existing heating units in the classrooms can be reused.
 - f. The building will have central controls. Some of the smaller rooms may not want to be tied into the system depending on the flexibility desired to control each room.
 - g. The gym HVAC unit will be located on the roof and will have high and low event settings. The HVAC unit can be easily retrofitted with A/C for a relatively low cost if a future desire for it arises but is not currently in the budget. The gym will also have exhaust fans to help air flow in the summer months.

- h. The existing theater HVAC unit is located in the attic and was installed through the roof during the 1997 renovation, which is the probable cause of the water infiltration in this area. The existing HVAC unit is not suitable for a performance theater due to acoustic issues. The current plan is to remove the existing unit and replace it with a HVAC unit similar in performance to that of the gym. The new unit will be located on the first floor of the theater in the storage area against the east back wall. This location will use an existing bricked up opening for installation, an exhaust louver, and for ease of future maintenance.
 - i. The theater will also require radiant heating units around the perimeter of the space to provide heat for the hall while not in use. The existing ductwork is in good shape and may be able to be reused. Finally, the design team is evaluating A/C options for the theater and will present them to the Committee.
 - j. The entire project will be fully sprinklered. Even if the Annex is not going to be immediately occupied it will still require a minimum amount of sprinklers, which was confirmed with the Kittery Fire Chief on 2/15/11. If there are no future plans for the Annex then it might be more cost effective to demolish the building during the renovation.
 - k. The design team met with the Kittery Fire Chief on 2/15/11. A fully addressable fire alarm system will be required.
3. Joel Bargmann of BH+A presented the current plans and design to the Committee.
- a. There were no major changes to the floor plans since the last meeting.
 - b. The gym entry will be an important and frequently used entrance to the building due to its location near the rear parking lots. The gym entrance is being designed to reflect this and will be further developed.
 - c. Four different roof options for the gym were presented, a hip roof, a pitched roof facing east, a pitched roof facing north, and a flat roof. The hip roof is similar to the existing buildings roof profile but is the most expensive option. The pitched roof facing east sheds the water away from the existing building but is the tallest of the roof options. The pitched roof facing north is relatively inexpensive but sheds the water onto the existing buildings roof. The flat roof is the least expensive of the roof options, allows for the placement of HVAC units, allows for a green roof, and is the best option to waterproof.
 - d. LEED was discussed for the project. As a whole the project will not be able to qualify.
4. The committee authorized the design team to proceed with the design as shown and prepare the planning board submission.

Actions:

1. Altus Engineering and BH+A to file plans with the Planning Board on Monday, February 14, 2011.
2. BH+A to submit the Design Development Drawing Set for pricing.

Attachments:

1. A reduced size version of the presentation is provided with this for the record, 2/09/11

Next Meeting: March 2, 2011

These notes are recorded as understood by the writer, who should be notified of any omissions or corrections. Unless notified to the writer, they will become the record of the meeting.

Kittery Community Center At Frisbee Common

February 09, 2011 Building Committee

- Overview of Schedule
 - Planning Board Submission
 - New Cost Estimate
- Site Review
- Building Systems
- Gym Options





