

Phase 2 Hildreth House COA Subcommittee  
Friday, May 10, 2019  
Hildreth House  
Minutes

Present: Guy Oliva, Connie Larrabee, Sharon Briggs, Carl Sciple, COA Director Debbie Thompson  
Absent: Deb Thomson, Beth Williams

Guy called the meeting to order at 10:05 a.m.

There was a brief review of posting requirements under the Open Meeting Law. Guy will schedule and post the meetings, and Connie will post the minutes as required.

#### Architect Update

Guy reported that Permanent Building Committee member Steve Moeser and Assistant Town Administrator Marie Sobalvarro have reviewed DiGiorgio Associates(DAI)'s initial proposal, requested some changes, and received a revised proposal this Thursday. The Permanent Building Committee will meet Wednesday, May 15, to review the new proposal, after which it will hopefully be signed. The building committee doesn't know what the proposal specifies in terms of completion dates, but Guy thinks there is a four-to-six-month window for completion. Steve Moeser will be the Permanent Building Committee liaison to the Phase 2 Subcommittee. Committee members agreed on the importance of pushing DAI to finish the design as quickly as possible so the schematic plans and cost estimate can be submitted to the Capital Planning and Investment Committee on schedule in late September or early October. If the architects start soon, and the work takes four months, the plans should be ready in time. Sharon pointed out that the architects are probably unaware of the time constraint in getting the project ready for consideration at the 2020 Annual Town Meeting. Connie emphasized the need to make sure the architects know they should not spend time on parking or drainage considerations, which were addressed during the Phase 1 project.

#### Specific Phase 2 Components

The committee reviewed a list Guy prepared of specific questions the architects might have. Debbie was able to answer almost all the questions and the group came to tentative agreement on the rest.

1. How many rooms do we want? - One large room divided into three sections
2. What type of floor covering? - Tile
3. What type of windows? - Windows consistent with the look of the existing windows
4. Type of window coverings? - Shades dark enough to darken the room for film viewing
5. Exterior clapboards or shingles? - Probably shingles to match existing building
6. Type of roof? - Matching with existing roof
7. How many ovens? Gas or electric? - Two electric ovens
8. Type of sink? - Double sink to be code compliant
9. Garbage disposal? - No
10. Dishwasher? - Large or double sanitizing dishwasher

11. Kitchen wall cabinets? - One large or two small cabinets
12. How many refrigerators/freezers? - Two refrigerators/freezers, preferably new
13. What should remain in the old kitchen? - Sink, refrigerator, possibly stove
14. Air conditioning in new room? Ceiling fans? - Yes to both
15. Type of tables? - Round tables on casters
16. Padded metal chairs? - Yes
17. Ceiling mounted screen? Sound system? - Yes to both (If we don't have enough money to buy all the equipment, at least the room should be wired for it)
18. Do we want a generator ? – Yes for the addition and possibly for the whole building.

Debbie noted that there is money in the gift account for kitchen equipment, appliances, and some number of tables and chairs.

In general, the committee agreed the new addition should be designed to be compatible with the existing building, and to be as energy efficient as possible.

The next subcommittee meeting will be scheduled as soon as the DAI contract is signed and the architect is available.

Hildreth to Hildreth fundraising project:

Carl reported that he had been contacted by Ali Wicks, an elementary school teacher who wanted to discuss the proposed joint fundraising effort to benefit both the new school and proposed Hildreth House expansion. Beth Williams and Sharon have both been following the project as representatives of the COA and FCOA, respectively.

Housing @ Hildreth Update:

On the advice of two building contractors, Carl said the Housing@Hildreth Committee is considering a plan to consolidate the housing into one large building instead of individual or townhouse-style units. The contractors questioned the financial feasibility of a multiple-unit project. To determine whether seniors would be interested in this type of housing, Debbie said she could include a list of questions in the newsletter or an email blast if the committee provides her with the questions.

The meeting was adjourned at 11:10 a.m.

Respectfully submitted, Connie Larrabee, recorder