

Phase 2 Hildreth House COA Subcommittee
Friday, June 28, 2019
Hildreth House
Minutes

Present: Guy Oliva, Connie Larrabee, Sharon Briggs, Carl Sciple, Beth Williams, COA Director
Debbie Thompson
Assistant Town Administrator Marie Sobalvarro, Permanent Building Committee members
Steve Moeser and Rick Maiore, Joan Eliyesil, Harvard Press
DAI architects Tom Lam and Chris Sullivan
Absent: Deb Thomson

Guy called the meeting to order at 1 p.m.

The minutes of the May 10, 2019 were approved as submitted

After a round of introductions, DAI Vice President Tom Lam described the schematic design phase process, which includes discussions and documentation of project goals, programming, and design. Lam said he would expect the process to take 16 weeks, but the work could be expedited if necessary.

Given the project's time constraints, the group agreed to meet frequently in July to speed up the early work. Marie said the deadline for submitting capital requests will probably be October 1, but that a firm cost estimate wouldn't be needed until later in the fall. The warrant for the May 2 Annual Town Meeting closes in February.

Timeline

Lam said his goal would be for the group to agree on what the addition will look like by the end of July. He hopes to have a draft report ready by the beginning of September and a preliminary cost estimate by mid-September. Marie cautioned that the preliminary estimate should be a figure the architects are comfortable with, inferring that giving one figure in October and a much higher final estimate later is not advisable.

The group agreed to schedule meetings at 9 a.m. Fridays, July 12, 19, and 26 at Hildreth House.

Visioning

Debbie outlined the COA's goals for Phase 2 – a one-story addition that would include a large dining/multipurpose room that could be divided into three sections. The room should accommodate up to 90 diners but would typically be set up to serve 30-40. The addition should include a warming kitchen capable of handling meals for up to 90 diners, and accessible bathrooms as required by code. There should be ample storage for folded-up tables, chairs, and other supplies.

The existing kitchen would be converted into a health room, which would not require architectural services.

A dedicated storage area for arts and crafts supplies would be useful, but it could just be shelves, Debbie said.

The group reviewed the list of specific requirements the Phase 2 Committee had prepared earlier, which was included in the May 10 minutes and had been sent to the architects. Project Manager Chris Sullivan questioned the group's decision to have a warming kitchen, rather than a commercial kitchen. By definition, a kitchen attached to an assembly space *is* a commercial kitchen, he said. Debbie and Guy explained that a commercial kitchen would be more expensive to build and maintain, and would require regular inspections and special training and certification of kitchen workers. Debbie explained that the kitchen staff at Hildreth House is mostly volunteer and would not be likely to complete the required training. She described the delivery process for pre-cooked meals from Minuteman, which must be accounted for in planning delivery access to the new kitchen.

Based on his preliminary observations, Lam said the addition would likely be a separate building somehow connected to the existing house, but it is too soon to say if it would be attached or not.

The next meeting of the Phase 2 Subcommittee is scheduled for Friday, July 12 at 9 a.m. at Hildreth House.

Respectfully submitted,
Connie Larrabee, recorder