

Phase 2 Hildreth House COA Subcommittee  
Friday, September 6, 2019  
Hildreth House  
Minutes

Present: Guy Oliva, Connie Larrabee, Cathy Walker, Beth Williams, COA Director Debbie Thompson, Sharon Briggs, Capital Committee Chair John Seeley

Guy called the meeting to order at 9:04 a.m.

The minutes of the August 30, 2019 meeting were approved as submitted.

Permanent Building Committee feedback

Subcommittee members discussed their impressions of the September 4 Permanent Building Committee meeting with the Phase 2 architects. Members were surprised to hear at that meeting that the PBC considers itself an advisory board on this project, without oversight responsibility. They were also surprised that the PBC spent little time questioning the most recent cost estimate, but did suggest reconsideration of such things as a connecting covered walkway, which would add to the cost.

The group agreed with the PBC's strong suggestion that the architects should consult the building inspector, Gabe Vellante, before doing more work on the design. Most important, they need to find out what Vellante would require in order to connect the buildings with a covered walkway.

Capital Request form

Guy distributed an updated draft of the Capital Request form for the committee's review. Guy, Debbie, and Cathy will continue to revise the wording and update the data with the goal of having a final document for review at the September 13 meeting.

John Seeley suggested several items that would help the capital committee evaluate the project and understand its usefulness:

1. A brief history of the project and documentation of the assumptions that justify the need for more space;
2. An explanation of how the space would be used on an ongoing basis, both in the addition and the existing building;
3. A comparison of nearby towns that have senior centers (population, square footage, building features, use, etc.)

The meeting was adjourned at 9:50 a.m.

The next meeting of the Phase 2 Subcommittee is scheduled for Friday, September 13, at 9 a.m.

Respectfully submitted,  
Connie Larrabee, recorder

