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MEETING MINUTES

To: Town of Wakefield
Permanent Building Committee
Joseph Bertrand, Chair

Date: December 19, 2016

From: HKT Architects
Janet M. Slemenda
Nancy J. Joyce

Project: Wakefield Public Safety
Building Study

Job No: 21608

Subject: Meeting 02: Progress Presentation to Permanent Building Committee

Attending:

✓	Joseph B. Bertrand (JBB)	Chair, Permanent Building Committee (PBC)
✓	James Lavery (JL)	Permanent Building Committee
✓	Jason Cohen (JC)	Permanent Building Committee
✓	Philip Crosscup (PC)	Permanent Building Committee
✓	Phil Renzi (PR)	Permanent Building Committee
✓	Chip (Charles) Tarbell (CT)	Permanent Building Committee
✓	Chris Callanan (CC)	Permanent Building Committee
✓	Jerry Hammersley (JH)	Permanent Building Committee
x	Lisa Butler (LB)	Permanent Building Committee
✓	Stephen Maio	Town Administrator
x	Richard Stinson (RS)	Director of Public Works
x	Christopher Pierce (CP)	Buildings Manager
✓	Richard Smith (CoP RS)	Chief of Police
x	Craig Calabrese (DCoP CC)	Deputy Chief of Police
x	Scott Reboulet (L SR)	Lieutenant, Day Shift Operations
x	Michael Sullivan (FC MS)	Fire Chief
✓	Janet M. Slemenda (JMS)	HKT Architects, Inc.
✓	Nancy J. Joyce (NJJ)	HKT Architects, Inc.

Item

- 2.01 Janet M. Slemenda (JMS) recounted the study's progress to date, noting the visioning session and day long Police Department programming, and Fire Department tour that occurred the day of our last meeting. JMS outlined the progress that has occurred since the visioning session meeting:
- The Structural, Mechanical, Electrical, Plumbing and Fire Protection engineers received the existing Public Safety Building's bid set drawings and specifications, and visited the site to perform their existing conditions surveys.
 - JMS met with Fire Chief Sullivan, to overview the Fire Department and their
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spaces and systems within the Public Safety Building.

- HKT has been working on the programming documents following their meetings with the Police and Fire Departments and prepared a draft for discussion at tonight's meeting.

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- 2.02 JMS proceeded to report on the findings within the engineer's existing condition surveys. A detailed overview of the issues highlighted in the reports was discussed. JMS noted that the volume of information would be important background information while the committee is reviewing proposed design options in the future.

A copy of the existing conditions survey reports and the presentation was made available to attendees following the meeting.

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- 2.03 Following the presentation of the structural, mechanical, electrical, plumbing and fire protection engineer reports, a discussion of the building systems included:
- Building Management System (BMS), including concerns that it is currently operated from a remote location.
 - Balancing the existing HVAC system, as it was noted that several areas that are not being serviced properly.
 - A desire to determine if an HVAC intake is potentially located too close to the Fire Department's kitchen hood exhaust.

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- 2.04 JMS presented the draft programming documents.

The programming summary was distributed and reviewed. It was noted that this is an uncommon programming summary, due to the relatively new age of the existing building. Columns were provided for 'Existing' (current areas in the Public Safety Building), 'Proposed' (current areas shown in the draft programming sketches) and a 'Delta' column highlighting the differences between the two.

As part of the 'sight blind' programming exercise HKT has assembled room sketches and data sheets for each of the spaces of an ideal Police Department based on the programming meetings with Department staff. The Police Department will now need to review the draft documents and return comments to HKT before they are officially submitted to the PBC.

A copy of the draft programming documents was made available to attendees following the meeting.

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- 2.05 Process moving forward:
- Police Department to review and provide HKT with comments so they can finalize programming phase.
 - HKT to start design option phase and to focus on renovation and addition options of the existing Public Safety Building.

Next Meeting to be held: Planned for Mid-January. Potentially the 23rd or 30th as the 16th is a holiday.

Please review these minutes and advise HKT Architects of any edits or additions.