

**HOLDEN PUBLIC SAFETY FACILITY**

Main Street, Holden, MA

KBA # 02045.05

Prepared by: Paul McAndrew, Project Architect

Date: June 20, 2008

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**SUMMARY**

A Project Team coordination meeting was held on June 20, 2008 at Kaestle Boos Associates, Inc (KBA) Foxborough. The purpose of the meeting was to discuss and review the latest design development drawings with the project team.

**PRESENT**

Mike Andrade	Civil Engineer, Graves Engineering
Ken Costello	Associate and Landscape Architect, Kaestle Boos Associates, Inc. (KBA)
John McMeeking	Landscape Designer, Kaestle Boos Associates, Inc. (KBA)
Wayne Whippie	Principal, WV Engineering (WV)
Dave Toce	Structural Engineer, Kaestle Boos Associates, Inc. (KBA)
Paul McAndrew	Project Architect, Kaestle Boos Associates, Inc. (KBA)
Todd Costa	Job Captain, Kaestle Boos Associates, Inc. (KBA)
Corrie Siena	Interior Designer, Kaestle Boos Associates, Inc. (KBA)
Carmen Warner	Intern, Kaestle Boos Associates, Inc. (KBA)

**COPIES**Attendees

Chris Lucchesi	Holden Public Safety Facility Building Committee
Michael McKeon	Principal, Kaestle Boos Associates, Inc. (KBA)
Dan Tavares	Principal, Kaestle Boos Associates, Inc. (KBA)
Bob Mitchell	Fire Facility Programming Specialist, Mitchell Associates Architects
Tom Lee	Fire Facility Programming Specialist, Mitchell Associates Architects
Chuck Corradi	Vice President, Howard Systems

General

- Paul McAndrew stated that KBA is putting together an “Outstanding Item Checklist” to track relevant issues related to the project (see DRAFT copy attached).
- The demolition and installation sequence of site utilities was discussed. At this time it appears that the pump station and the new communications tower will be first installed. The existing communications tower can be removed once the new tower is on line.
- Attention Project Team - Design Development Pricing Set is due to KBA-MA on Aug 1, 2008.

Site/Civil

- Ken Costello (KBA-NH) presented the latest Site plan.
  - Possible location of the Communications tower is directly behind the existing facility.
  - The width of the main access road has increased by 4’-0”. The road is now 28’-0” wide.
  - Many of the curbs throughout the site have been removed per the request of DPW.
  - The exterior stair has been located directly between the new and existing buildings. This will allow potential access to Electrical and Mechanical rooms in the new facility. This item is to be reviewed at a later date. Riprap will be the material used on either side of the stair. This stair needs to be reviewed by Building Official in terms of accessibility.
  - The proposed exterior stair that connects existing apron to new apron needs to be reviewed by Building Official in terms of accessibility.

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- Final location of the property sign must be approved by Mass Highway dept.
- The dumpster sizes have been adjusted per the Chiefs' comments. There is now 1 trash and 1 recycling container surrounded by a chain-link fence/gate. Multiple weekly pick-ups may be necessary.
- Secondary vehicular egress from the site is a remaining issue. An easement from the Owner of the property is necessary. KBA to discuss with Police Chief and Building Committee Chairman.
- Mike Andrade (Graves Engineering) presented Schematic Civil drawings.
  - Gravity fed system is not possible due to quantity of utilities in the street and around the site.
  - Graves Engineering will be flagging the site in July. They will review tree groupings per KBA-NH request.
  - It was agreed that the best location for the new sewer pump is near the NW corner of the existing building.
  - Graves to forward size of sewer pump to WV Engineering.
  - Fire Department requested separate meters for domestic, fill for trucks, etc. WV Engineering to confirm.
  - Graves to update base drawings for phone, cable, fiber, etc.
  - Graves to coordinate additional test pits with DPW.

Architectural

- Todd Costa (KBA) presented the latest architectural floor plans.
  - KBA to determine total building occupancy of building and forward to WV Engineering for required sewer calculations.
  - The Mechanical Room and the Electrical Room will be mirrored.
  - A general ceiling height of 10'-0" was discussed. WV, KBA-CT and KBA-MA to coordinate.
  - WV and KBA-MA to determine if emergency electric subpanels need to be in a closet within the Radio Room
  - WV and KBA-MA to determine if light fixtures in the Booking Area need to be standard to detention grade.
  - WV and KBA-MA to determine if fire suppression in hood (Upper Level Kitchen) is required.
  - KBA to check with the FD to determine if there are any maintenance requirements in the Apparatus Bay.
  - KBA to confirm that PD will require their own compressor for Weapons Cleaning and Evidence Rooms.
  - KBA to discuss issue of tire wear on sloped slabs with Chiefs.
  - KBA gave a copy of fire-matic catalog cuts to WV Engineering.

MEP&FP

- Wayne Wippie (WV Engineering) presented the latest engineering plans.
  - For geothermal system, WV Engineering has preliminarily indicated that 20 wells at 15'-0" O.C. will be required. Landscape and Civil agreed that the wells could possibly be located in the lower parking area. Further investigation is required in order to determine final quantity and actual depth.
  - If geothermal system is implemented then a chiller may not be needed.
  - It is recommended that, due to below grade restrictions (new gas line), the electrical service can be brought into the site above grade. The electrical line could pass on the west side of the site to a new pole located at the NW corner of the existing building. From that point the service will run below grade to the new facility.
  - Site lighting shall be address at Planning Board meeting. WV will research exterior lighting levels and design and discuss lighting regulations with Holden Light and Power.
  - Locations of several proposed duct runs were discussed.
  - 2x4 light fixtures are recommended for energy efficiency.

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**F I N A L**



# **T E A M M E E T I N G N O T E S**

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- WV to determine the generator and transformer sizes and forward to KBA-NH.
- WV to determine if grease trap for Upper Level Kitchen is required.
- WV to determine if existing traffics light is powered from existing building.

### Structural

- Dave Tove (KBA-CT) discussed the latest structural system.
  - KBA-CT to review under-slab drainage requirements.
- Following the meeting KBA-CT and KBA-MA discussed the proposed structural steel over the Apparatus Bay. The structure must be able to: achieve the appropriate clearance required by fire-matic needs, gain a greater head clearance in the Mezzanine space and allow for the ability for greater weight carrying of the bottom chord.