

**Central School Feasibility Study Committee**  
**Thursday, July 23, 2015 at 5pm**  
**Meeting Minutes**

**1. Introductions**

Andrew opens the meeting and starts introductions.

Andrew Flanagan – Deputy Town Manager

Ruthy Bennett – Facilities Department, Energy Manager

Jim Feeney – Health and Human Services, Acting Director

Malcom Hamilton – Arlington Senior Association, Member

Susan Carp – Council on Aging, Director

Barbara Thornton – Capital Planning Committee, Member

Carol Kowalski – Planning Department, Director

Jim Munsey – Council on Aging, Member

Andrew Bunnell - Redevelopment Board, Chair

Tony Lionetta – Capital Planning Committee, Member

Robert Jefferson – Fire Chief (not in attendance)

**2. Scope of Committee**

To determine the potential cost of the Central School Recommended Feasibility Study.

- Andrew Flanagan provided information on the Capital Planning Committee process and funding
- The lifespan of this committee would be about 3 months
- The committee would review the scope of services, meet 2 times a month once the firm is scheduled to guide them and ultimately provide a recommendation to the Capital Planning Committee

**3. Discussion about Scope of Services for the Committee**

- Andrew Flanagan provided basic scope of services, about \$35K to fund this
- Andrew Flanagan and Carol Kowalski have started to look into firms that have done this in surrounding communities and would like to schedule a site visit for them to review the space at the Central School
- Susan Carp – there are 362 COA organizations around the Commonwealth and the included design considerations are taken from across the state. We are also receiving input from COA Directors, seniors, etc., including information on parking and entryways.
- Andrew Flanagan – this project would include a full renovation of the first floor and ground floor (HHS). ADA improvements will be reviewed, as well as potential renovation of the kitchen and 2<sup>nd</sup> and 3<sup>rd</sup> floor spaces.

- Jim Feeney added that this includes renovation of the entryway from the horseshoe driveway
- Carol Kowalski – The 2<sup>nd</sup> and 3<sup>rd</sup> floors are rented to DDS and DMH, MWRA, SFC program, and Weatherization
- Andrew Flanagan - timeline to have study due by September 30<sup>th</sup>
- Barbara Thornton would like to see the 2<sup>nd</sup> and 3<sup>rd</sup> floor mentioned in the scope of service. Also interested in seeing a list of the renters in the Central School with square footage and revenue
- Malcom mentioned the issue of open space in the senior center area, issue with blocking off senior center classes and acoustics in the arts and crafts room. This should be considered during the process. Also mentions electrical issues which need updating, old computers, and inappropriate furnishings in senior center.
- Carol Kowalski said we can include this under programmatic issues of structure
- Ruthy Bennett raised concern over relocation of offices or functioning of senior center during a potential renovation. Would also like to see HVAC inventory.
- Andrew Flanagan said there is potential to reconfigure the space, looking to experienced firms to provide input.
- Barbara Thornton wants to keep HHS space in mind, as they are a diverse group of people and also need access and security.
- Tony Lionetta would like to be clear that the scope for this work is interior work. Should also look into phasing the work. Would also like to have a tour of the building.
- Andrew Flanagan will schedule the next meeting at the Central School for a tour. Will also need to look into updating windows and will include that in the scope update.

#### **4. Future Meeting Dates**

- Next meeting: August 20<sup>th</sup> at 5pm (decide on proposal review of RFPs, tour of building, review of tenants)
- Following meeting: September 3<sup>rd</sup>