

## **Southampton Building Reuse Committee Meeting No. 20 – Architect Kickoff Meeting**

### **Committee Members Present:**

Libby Baldwin                      Gary Swanson  
Doug Blanchard                  Angela Valinski  
Bruce Coombs                    Tom Whiteley  
Paula Maak

**Others Present:** Dennis Sullivan, DA Sullivan (DAS)  
Dan Colli, Design Partnership of Cambridge (DPC)  
Joe Drown, DPC  
Ed Cauley, Town of Southampton

**From:** Libby Baldwin

**Meeting Date:** May 27, 2009

**Date Minutes**

**Issued:** June 25, 2009

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On May 27, 2009, Southampton's BRC Meeting No. 20 opened at 3:15 pm at the Larrabee building. This meeting was the project kickoff meeting with DPC, the project architect. The following are discussion items from the meeting.

### **1. General**

- a. DPC handed out a project directory with design team contact information.
- b. DPC will use a 3<sup>rd</sup> party website called Newforma to post project information for review and discussion purposes.

### **2. Design Considerations**

- a. Paula Maak met with the Town employees regarding their space allocation needs. Paula will facilitate a meeting next week between DPC and Town employees to discuss these needs. Town departments should not correspond directly with DPC. Paula will be the liaison between the BRC, DPC, and the Town for all space allocation needs.
- b. Standby power will be required for emergency services. The basement is currently used for an emergency shelter. The area designated for an emergency shelter will most likely be the only area of the building that will require emergency power.
- c. The BRC will need to make decisions on the following items in order to maintain the project schedule:
  - Should the senior center be moved from its current basement location to the ground floor level?
  - Should the elevator be located inside the building vs. the outside location shown on previous preliminary design concepts? DPC will develop a cost comparison between the two concepts so the BRC can make a decision.

- d. The preliminary space allocation program will be reviewed at the next meeting after DPC interviews Town departments.

**3. Schedule**

- a. DPC presented an updated schedule. The schedule is currently 5 weeks behind the schedule outlined in the RFP. The BRC discussed ways to expedite the schedule, including making timely decisions on critical design issues.

**4. Miscellaneous**

- a. Libby Baldwin will send DPC a PDF of additional drawings of the Larrabee building. The Town does not have the original building design drawings.
- b. DPC discussed possible grant funding for the project.
- c. DAS will check on the status of DPC contract with Town Counsel.
- d. The next meeting will be on Wednesday, June 10 @ 5pm.
- e. The BRC meeting dissolved at 4:45 pm.

**5. Action Items**

<b>Item No.</b>	<b>Responsibility</b>	<b>Item</b>
12-6	BRC members	Review "buy local" information