

Wellesley Council on Aging
Board Meeting
April 4, 2018

Location: John and Dwin Schuler Multipurpose Room, Tolles Parsons Center (TPC)

In Attendance: Diane Campbell, Miguel Lessing, Jacqueline Mahoney, Frank Pinto, Barbara Offenhartz,
Associate Members: William Murphy, Sheila Nugent
Board of Selectman (BOS): Thomas Ulfelder
Staff: Gayle Thieme, Linda Clifford
Permanent Building Committee (PBC): Tom Goemaat, Vice Chair
Facilities Management Department (FMD): Joe McDonough, Steve Gagosian, Dawnmarie Cole
Absent: Anne Marie Gross, Thomas Kealy, Dianne Sullivan, Penelope Lawrence, Lisa Heyison, Kathleen Vogel

Call to Order: Diane Campbell called the meeting to order at 10:00am and introduced Tom Goemaat, Vice Chair of PBC, Joe McDonough, Director of FMD and Steve Gagosian, Design and Construction Manager of FMD.

TPC building issues:

Tom Goemaat said PBC owes an apology for not being responsive concerning resolving the outstanding building issues. Getting responses from the contractor and architect has been difficult because they want to move on. At this point, FMD will be more heavily involved to complete the punch list, and there is an action plan for each remaining item. Tom reviewed the list of outstanding items:

- The mini refrigerator that belongs in the Mary Bowers Café has been ordered and should be delivered within a few weeks.
- The kitchen doors will be replaced with a more lightweight and safer alternative, likely aluminum.
- Additional plumbing work is required to set up the dishwasher chemical feed. A change order was issued in January, but the subcontractor has yet to do the work. FMD will now do it.
- The metal grate at front entrance is slippery when wet. It will be replaced.
- Planters are set up next to the hydration stations because they violate code. The variance application was denied. The stations will be modified to meet code.
- Some of the wood on the stairway landing is incorrect. FMD's carpenters will replace it.
- The pool table lights are the right height per regulations, but the bulbs are incorrect. John Bradshaw suggested using 11w LED bulbs.
- The bookshelves in the lounge are 8" deep, which matches the original drawings; they will remain.
- The carpet color is too light for the high level of foot traffic in the building. A deep cleaning is scheduled for the Saturday before Patriots Day but it will likely be replaced eventually. In addition, the carpet in the café area will be replaced with non-carpeted flooring.
- The HVAC system is not working the way it should and FMD is actively working to resolve the issues.
- The contractor will be fixing the area of the parking lot where water pools during heavy rain.

- The first floor toilets had two backups 6 weeks apart, and the restrooms were closed for a time to determine the issue. There are questions about the pitch of the plumbing line. FMD replaced the flush valves and are monitoring. Repairing or replacing the pipes below the floor is the last resort.
- The sink in the handicap stall of the second floor women's restroom functions inconsistently, may be a sensor issue. The FMD plumber will look at it.
- The transition strip connecting the fitness room to the dance studio meets code, but high visibility tape will be put down to increase visibility of the transition.
- The overhead light sensors in the card and game room, arts/crafts room and dance studio are not functioning properly. FMD will look at it.

Board/Staff communication:

Diane Campbell said disseminating timely communications quickly and easily is a challenge. The COA newsletter is comprehensive, but published bi-monthly. A monthly newsletter would require additional staff time to produce. The COA is looking at ways of maximizing news updates on the COA website, Facebook page, and via email. All COA Board meeting agendas and minutes are posted on the Town website.

Gayle Thieme encouraged users to subscribe to email alerts. The COA is currently working with the Town IT department to allow people to subscribe directly via the website. General group discussion on communication methods followed. Suggestions included updating the building punch list on the website, posting updates on the bulletin board for users not on email, and using the TV monitors at TPC to direct people to the written updates on the bulletin board.

Meeting adjourned: Diane Campbell adjourned the meeting at 10:57am.

Minutes prepared by Linda Clifford