



January 30, 2023

CONFERENCE NOTES

Good Shepherd at Endwell

Commission No. 21116.00

A virtual meeting was held on December 21, 2022, regarding the above referenced project. Those in attendance were:

Mr. Michael Keenan	-	Good Shepherd Communities (GSV)
Ms. Mary Kay McKinney	-	Good Shepherd Communities
Mr. Ryan LaClair	-	Good Shepherd Communities
Ms. Tammie Romich	-	Good Shepherd Communities
Mr. Jason Santiago	-	Good Shepherd Communities
Mr. Ryan LaClair	-	Good Shepherd Communities
Mr. Eric Webster	-	William H. Lane Incorporated
Mr. Seth Knapp	-	William H. Lane Incorporated
Mr. Chadd Roadarmel	-	Atlantic Culinary Environments (ACE)
Mr. Tom Baciocco	-	Sodexo
Ms. Blue L. Blanchard	-	SFCS Inc.
Mr. Jeffrey G. Bohlen	-	SFCS Inc.
Mr. Vernon Feather	-	SFCS Inc.
Ms. Carie Shingleton	-	SFCS Inc.
Ms. Morgan Weber	-	SFCS Inc.
Mr. Peter Nagel	-	SFCS Inc.

The following notes or decisions were made during the meeting. Any exceptions to these notes should be made to the writer immediately.

The meeting was held to review marketing renderings and construction documents prior to completion. The following items were discussed:

1. The Owner will decide a name for the pub.

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2. SFCS was asked to eliminate the waterfall countertop on the end of the bar.
3. Brick looking ceramic tile shown on the back wall of bar was liked by the owner.
4. The brick look tile behind the cooking station at the lunch counter may have to change to a different material due to the heat and food rating behind the cooking equipment. SFCS and Atlantic/Sodexo will study.
5. The floor surface behind the bar stools will be flush at the joint between the ceramic tile below stools and the LVT floor in the rest of the room.
6. SFCS should reduce the number of mullions in the smoked glass wall between the lobby and the pub. The mullions should also be less bulky looking.
7. Need to be aware that the pub is on the north side of the building and doesn't get a lot of daylight, so finishes should not be too dark.
8. The specified tin ceiling is a tin surfaced perforated acoustical panel ceiling.
9. TV monitors will be located as follows: - one on the back wall of the bar, one on the seating side of solid chase wall, and one at end of room near the door to the exterior. Remove table from below the TV next to the exterior door. (Place busing cabinet below this TV.)
10. The TV's should be approximately 65". Final size can be determined in final FF&E or low voltage design package.
11. Two electronic menu boards will be provided on the bulkhead at the marketplace counter; one of which will be relocated existing menu board.
12. SFCS will send the food service equipment cut sheets received from Atlantic to GSV for review.
13. GSV likes the wood on the operable wall.
14. Natural finish wood in the dining room will be in similar stain colors, including the wrap on the existing ceiling beams.
15. Room darkening shades capability should be provided on the windows in the social hall.

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16. SFCS will study sun angles at the dining room to determine if shading is needed. It is preferred to leave them without shades if the porch roof provides sufficient shading.
17. Currently showing 116 seats in the social hall. Exit access doors are designed to accommodate 132 people.
18. Change balusters to tempered glass panels with wood handrail at the platform access ramp.
19. The dining room (previously private) is more separated by a wall than desired. SFCS should reintroduce circulation openings through the wall but keep enough wall to avoid having to install new columns that go down to new footings. A walk-through opening could be created at what is now the existing center window opening.
20. The opening between the smaller dining area and the main dining room should be widened.
21. Rearrange tables in the small dining room to reduce the number of banquette seats and introduce more two-tops. Arrange four-tops to accommodate the proposed circulation routes and serving tray landing during service.
22. GSV explained that dining offices will not be actively used during mealtimes.
23. Put a portable matre'd station at the upper right corner of the dining room across from the reception desk.
24. Add door on HR office to corridor across from the existing door. GSV will discuss whether to keep the existing door.
25. The door into the new marketing office – previously for Executive Director - will be a new door and frame in the door opening that was previously walled up.
26. Seating fabric needs to be easily cleaned.
27. The Executive Office layout was reviewed and approved as adjusted following the last meeting.
28. Add peg rail in the board room for coats.
29. Health Care pantry airflow - owner didn't provide feedback on whether open doors improved the heat build-up in the rooms. SFCS plans to add transfer grilles to get flow to the exhaust grill and add transfer with exhaust grille relocation at two locations to try to reduce heat build-up.

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30. The low voltage matrix was updated and will be recirculated. SFCS still needs a few answers from owner before finishing the drawings. A meeting to discuss low voltage was scheduled for 9-11 a.m. Dec. 29.
31. Put a segmental retaining wall around the lift station instead of raising the top 4' as previously discussed. This will be shown on the civil engineer's drawings.
32. The construction documents for Village Center and Health Center will be distributed by Jan. 13.
33. SFCS reported that PVC drain piping appears to be in all three buildings in ceiling plenums. Nobody has been able to determine how this got past all the code agency reviews and the original engineers, but it doesn't meet code and is an unsafe condition that should be remedied. Eric's conversation with the local code officials said that the piping could be wrapped the with plenum rated fire wrap instead of replacing all the piping.
34. SFCS will provide black and white floor plan drawings of both buildings for the marketing boards.
35. The marketing boards for the health center should be formatted with floor plans of offices, therapy and sunroom at the bottom of the board in small viewports, with larger colored perspective renderings above as the main focal view on the board.
36. A furniture plan of the Village Center floors should be on the marketing board.
37. The next meeting was schedule for January 4, 2023. Agenda items include final drawing review, phasing concept, and schedule overview.

Prepared by,



Jeff Bohlen, AIA, LEEDap
Project Manager

JGB:kwd

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pc: All Attendees

Ed Garbaty, Jim Dooley-GSV

SFCS Team: V. Feather / B. Blanchard / S. Kidwell / B. Cahill / D. White / L. Bruno / C.

Shingleton / M. Weber