



KEENAN + KENNY ARCHITECTS, LTD.

MEMO OF BUILDING COMMITTEE MEETING NO. 11 (REV.)

FINAL DESIGN, BID AND CONSTRUCTION PHASES

PROJECT: Oak Bluffs New Town Hall
DATE: Wednesday, August 16, 2017
LOCATION: Oak Bluffs Town Hall
56 School St.
Oak Bluffs, MA 02557

ATTENDING:

Bob Whritenour, Town Admin.	Laura Johnson, Town Clerk
Bill McGrath, Chair, THBC	Colleen Morris, THBC
Ian Aitchison, THBC	Joe Sullivan, DPI, OPM
Karen Finley, THBC	John Lebica, DPI, OPM Clerk
Marilyn Miller, THBC	Antonia Kenny, K+K Architects
Jim Dearing, THBC	John Keenan, K+K Architects
Alice Ryan Butler, THBC	

The following is a record of the above reference meeting:

OLD BUSINESS

- 2.02 Eversource needs to be contacted to begin design, engineering, etc.
- G&V has contacted Eversource and submitted a Work Order Application (7/13/17).
- 2.13 Consultants
- Recommendation: David Perreira, IT/AV, Security: Owner Contract. K+K to contact David Perreira for proposal. Travis Larsen, local IT contact. Proposal submitted to Bob W., approved in an amount of (not-to-exceed) \$10,125.00 and signed. **K+K to contact.**
- 2.14 O.P.M. Duties/Responsibilities
- Moving, Temp. Facilities
 - Peer Review
 - Vault
- 4.07 Daedalus will assist to provide a flow test for engineers. Scheduled for 7/20/17. Also check availability of trailers they had contacted. Flow test done, Daedalus to forward test results to K+K for FP engineer. J. Lebica to check on this.
- 5.03 The Temporary Trailer Site Plan Review will be a separate filing.
- 6.02 Joe S. has prepared an RFP for the trailers:
- one w/self-contained (also cost to service once/week)
 - one without and with tie-in to Town Sewer.
- 6.03 Town Clerk to be in trailers with other Town Departments. Use vault at Police Station, was used previously as Town Hall. K+K to revise plan. Done. Police vault needs locksmith to recover

- combination. J. Lebica to review. Add door to Clerk and B.O.S. (for secure documents). **Done, Bob W. to have departments sign off.**
- 6.04 Joe S. will review w/Bldg. Dept. what permits are required for Temp. Facilities. Verify if ZBA is included. Part of Bldg. Permit Application if ZBA is reported: for Sept. 21 meeting, deadline is Aug. 31.
- 6.06 K+K send revised Floor Plans to Bill McGrath or Joe S. to distribute to Departments by Friday for approval. All departments have approved plans, as per Bob W. waiting for written sign-off.
- 6.07 J. Lolley to designate "Limit of Work" on Site Plan.
- 7.02 Joe S. has meeting today with modular company. Bid Aug. 1 (3 weeks), procure trailers in Sept./Oct. On island pump weekly (Septic Solutions, plus others), also look into connecting to Town Sewer (ask Bob W.). Trailer procurement on hold pending Site Plan Review. **See New Business.**
- 7.04 K+K to prepare Demolition Drawing and Bid Package. Show limit of work to include old foundations.
- 7.06 K+K plan to review building acoustics w/consultant, focus on Meeting Room and sound-proofing spaces adjacent to elevator shaft.
- 7.07 K+K was requested to ask consultants for present vs. future energy use. Determine extent of solar application (all future except conduits at this time).
- 7.08 K+K to coordinate w/Bob W.: Interior Security – what is open to public and when, who locks up. and security cameras. General agreement us that there is need for a Town Facilities Manager to oversee.
- 7.10 Provide elec/IT connections in Foyer for future receptionist. Discuss message boards, signage, and directories.
- 8.04 Relocate E One pump for library – use extra pump to hook up and swap out existing when disconnected. **Meeting at Sewer Dept. w/John Lebica – there is no extra E One for use.**
- 9.01 Martha's Vineyard Commission:
 The Planning Board voted 3-1 on July 27 to send the OB Town Hall project to the MVC as a Mandatory Referral based on the fact that the Clerk kept records for births and deaths at the hospital, which affects more than one town. Bill McGrath, J. Lebica, S. Auerbach, J. Lolley, and K+K met informally with Paul Foley, Adam Turner, and Bill Veno at the MVC on July 31. They reviewed requirements and provided a proposed schedule. Requirements: Narrative to review history of process, rationale for traffic/parking revisions, and review of temporary facilities. **K+K forwarded narrative to Bill McGrath for review.**
 Note: MVC Review will include traffic review by MVC personnel.
Schedule:
- Meet (preliminary): August 15 – 1:00 p.m.
 - **LUPC: August 28, 5:30 p.m. at MVC.**
 - **MVC: September 21, 5:00 p.m. at OB Library Main Conf. Room. Staking of new building to view before meeting. (4:00 p.m.)**
 - Decision back in writing by mid-October
 - Confirm meeting times
- 9.02 Planning Board said they were "frozen" until MVC complete. Joe S. wants P.B. to review in tandem with MVC, move forward with same schedule.
- 9.03 Temp. Facilities: will require Building Dept. review re: setbacks, municipal use, parking layout, drainage, etc. Propose temp. drainage management – barrels, haybales, etc. Layout parking, HC spaces and sidewalk for next meeting Aug. 9. J. Lolley to provide revised Temp. Facility Site Plan with topo, hay bales, employee and public parking. SB&H to confirm Gabriel Road as a paper road. **See New Business.**

- 9.04 OB Town Hall Site Investigation: J. Lolley, PE.
- Excavation of areas adjacent to Pacific Ave. found parts of old foundation of previous school. Verify w/Comm/OPM extent of documentation required for accurate demo bids.
 - A 3,200 gallon oil tank w/1,300 gallons of fuel was unearthed adjacent to the building at the parking entry drive. The fuel and tank were removed, no spillage was found. Project cost will include HazMat remediation and temporary facilities.
- 9.06 Public Forum for Temporary Facilities on August 23 at 7:00 p.m. at OB Town Hall, lower level. Alice B. to advertise.
- 10.01 Temporary Facilities – Bill McGrath will verify address (mailing address to remain the same).
- Layout – Clerk and BOS need doors for security.
 - Site Plan – J. Lolley: add topo lines, reduce employee parking to one row, add haybales for drainage, confirm Gabriel Road is a paper road. **Done. Bldg. Dept. will require a survey of lot. Ask SB&H for cost. Check site plans for Parish Center.**
 - Joe S. will solicit bids for temporary trailers.
 - John L. – Will contact Eversource re: temp. trailers, coordinate meeting w/G&V Town Hall site visit. **No Town Hall visit necessary, need separate work order.**
- Will contact Water Dept. re: trailers. **Water Dept. said there is no spare E One pump, so hook up would be in the \$25,000 range.**
- 10.02 Bill McGrath needs updated perspectives for websites. **Done, see New Business.**
- 10.03 Bill McGrath to verify w/Bob W. that former generator from OB Fire will go to DPW Bldg.
- 10.04 J. Dearing recommends Add Alternate- transfer switch for generator.
- 10.05 Universal Environmental Consultants (UEC) did original hazmat survey – J. Lebica to contact for update.

NEW BUSINESS

- 11.01 Bill McGrath reviewed comments from pre LUPC meeting of Aug. 15th:
- Parking – concerns re: backing out of School St. Asked why not parallel parking. Perhaps angle parking would be a solution.
 - Drainage – will additional paving on School St. create additional run-off at the lower end? J. Lebica spoke w/R. Combra at DPW who stated that the amount of paving increase is so minimal that it definitely would not affect the drainage at the lower end.
 - Sustainable items – Joe S. wants a list. Some projects collect roof runoff, etc. K+K to list energy saving points for next meeting. Joe S. notes: no waterless toilets (maintenance/smell). New 4 charging stations – delete from side of building, not part of the project, would be better utilized in another part of town.
- 11.02 J. Lebica met w/Sewer and Water Depts. regarding Temp. Facilities. A new E One would be necessary at a cost of \$25,000. Rich Combra will be coming next week to address Temp. Facility.
- 11.03 K+K to contact David Pereira for security/IT review with Town IT and Admin.
- 11.04 K+K reviewed drawing changes through Design Development. Certain changes were requested or noted as yet to be done:
- Delete conference room overhang at back of building over Clerk's entrance, revise to lower roof similar to adjacent porches.
 - Change all "Kitchen" notations to "Break Room"
 - Retaining wall – veneer w/same simulated stone or use stones from existing walls.
- 11.05 Question regarding requirement for shoring during construction – review w/J. Lolley.

- 11.06 Discussion of limit of Work and grading between Library and Town Hall. Bob W. suggested a review of alternative grading between Library and Town Hall. Bob W. suggested a review of alternative grading would be helpful in planning for the future. A better connection between Pacific Ave. and the lower level would benefit both the Library and Town Hall.
- 11.07 Finishes will be reviewed by a subcommittee after regular committee meetings. Committee members will include K+K, Marilyn Miller, Joan Hughes, Colleen Morris and Karen Finley.
- 11.08 See attached schedule.
- 11.09 Next meeting will be on Wednesday, August 23, 2017 at 11:00 a.m.

Submitted by:

Antonia A. Kenny, R.A.

KEENAN + KENNY ARCHITECTS, LTD.

cc: Bob Whritenour Wayne Mattson Joe Sullivan John Lolley
Bill McGrath (for distribution) Tom Lee John Lebica