



KEENAN + KENNY ARCHITECTS, LTD.

MEMO OF BUILDING COMMITTEE MEETING NO. 17

FINAL DESIGN, BID AND CONSTRUCTION PHASE

PROJECT: Oak Bluffs New Town Hall
DATE: Wednesday, October 18, 2017
LOCATION: Oak Bluffs Town Hall
56 School St.
Oak Bluffs, MA 02557

ATTENDING:

Bill McGrath, Chair, THBC	Chuck Sullivan, THBC
Ian Aitchison, THBC	John Lebica, DPI
Walter Vail, THBC	Alice Ryan Butler, THBC
Jason Balboni, THBC	Antonia Kenny, K+K Architects
Joan Hughes, THBC	John Keenan, K+K Architects
Jim Dearing, 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).
- 2.14 O.P.M. Duties/Responsibilities
 - Moving
 - Temp. Facilities
 - Modular Vault
- 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.
- 6.04 Joe S. will review w/Bldg. Dept. what permits are required for Temp. Facilities. ZBA hearing is required. Courtesy review – non-conforming use and setbacks. Colleen will email application to John Lebica. ZBA application is w/Colleen. **October 19, 7:15 at Senior Center.**
- 7.04 K+K to prepare Demolition Drawing and Bid Package. Show limit of work to include old foundations. **Require Existing Conditions Plan to show old foundation to be removed.**
- 7.06 K+K plan to review building acoustics w/consultant, focus on Meeting Room and sound-proofing spaces adjacent to elevator shaft. **K+K met w/Lincoln Berry of Cavanaugh Tocci on Oct. 13, reviewed sound separation of spaces, HVAC and elevator sound, and acoustics at main Meeting Room.**
- 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). K+K to ask MEP consultants. **Done for MVC.**
- 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. Review with IT/Security Consultant David Pereira, scheduled for 9/22/17. Bob W., Joe S.,

- and K+K met w/David P. and telcom w/Travis Larsen. P. Pereira will do a plan for electronic security, 5 conf. rooms and exterior doors w/closed circuit cameras on exterior doors. A preliminary plan will be sent to Travis L. **Plans sent, set a review meeting with Travis L. Request D. Pereira write a narrative for security plan.**
- 7.10 Provide elec/IT connections in Foyer for future receptionist. Discuss message boards, signage, and directories. Bill McGrath will be on Signage Committee, will research electric billboard.
- 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.
- 9.04 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.
- 10.05 Universal Environmental Consultants (UEC) did original hazmat survey – J. Lebica to contact for update. Critical path item. K+K forwarded 2013 ARAM Environmental Testing to Joe S.
- 11.05 Question regarding requirement for shoring during construction – review w/J. Lolley. Mentioned in original Geotech report. **Contact Geotech engineer.**
- 11.06 Discussion of limit of Work and 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. Provide Add Alternate for series of steps and landings. Add Alt. No. 2.
- 12.02 Additional Services: K+K to send to Joe Sullivan.
 - J. Lolley, P.E. Temporary Trailer Site Plan Proposal (\$5,500.00) approved at a previous meeting (not-to-exceed).
 - Farrissey proposal to install E One Pump (\$7,500.00). Committee wanted to know the placement of the holly tree.
 - Transfer switch for Emergency Generator. Add Alt. No. 1.
 - Griffith & Vary Temporary Facilities Electrical work (\$5,000). Eversource needs a separate Work Order for the Trailers location, approved, forward for processing. (Not-to-exceed T&M)
- 12.04 K+K to contact David Pereira at GGD re: IT. GGD proposal signed by Bob. W.; schedule meeting with Town. 9/22/17. **David Pereira met w/K+K, Joe S., Bob W., and Travis (via phone), 9/22.**
 - Town IT: Travis Larsen 508-292-9208.
 - MVTV: Carl Holt 508-696-9760. Contact Carl Holt for equip. requirements.
 - AV consultants: K+K to contact Peter Hobson at MV Sound System and Jason Small at Adobe (as they would service any AV equipment).**
- 13.01 Temp. Facilities:
 - Joe S. will bid trailers to have fit-out and deck construction costs compared w/trailer companies and local companies.
 - Also compare costs for holding tanks and water vs. bringing to facility. Joe S. has a pump for Temp. Facilities. John L. will ask Farrissey for cost to connect trailers.
 - Met w/Richie Combra, pricing paved area and striping.
 - Joe S. will meet w/movers – how much will be moved? K+K to discuss w/departments. Remainder may be consolidated in large conference room and sold or donated.
- 14.01 Temporary Facilities:
 - Moving furniture – Joe S. to discuss w/movers cost of items to move.
 - Joe S. to send Narrative for trailers to Bill McGrath for Planning Board application.
 - Joe S. will compare cost to lease vs. buy trailers (could be sold later).
 - G&V need elec. load calcs. from trailers for Eversource. John Lebica noted locksmith was at Police Station today to redo lock. **Changing to electronic locks.**

- 14.02 Bill McGrath met with John L., Steve A., and Joan H. re: comments from Ewell H. of Planning Board re: Site Plan.
- Regarding on-site drainage, add catch basins at angled parking on School St., connect to new drainage structure in lawn. **Done.**
 - Note that permeable pavement freezes in winter and require too much maintenance to be practical for this site.
 - New parking to pitch to curbing. **Done.**
 - Provide berm in paving at street to new parking. **Done.**
- Regarding the Landscape Plan, the planting areas are alright, plantings may change. K+K will receive revised plantings from Committee on Wednesday, 9/20/17. Locate shed on existing conditions site plan. Plantings were revised, K+K to revise Landscape Plan. **Done.**
- 16.01 Bill McGrath noted the MVC closed the meeting, the next meeting is with the LUPC on Oct. 10 at 5:30 pm, the written record and public comments are open until the 10th. **See New Business.**
- 16.04 MVC requested: **See New Business.**
- Energy model for efficiency
 - Finishes review – Ben Robinson to contact K+K
 - Drainage calcs – revised by J. Lolley
 - Review of stair access between Town Hall and Library – on Landscape Plan. Bill McGrath will get numbers on cost delays.
- 16.05 ZBA for Temp. Facilities is Oct. 19. **(7:15 pm at Senior Center)** R-1- show setbacks on Site Plan. Bill McGrath and John Lolley should attend.

NEW BUSINESS

- 17.01 Bill McGrath reviewed LUPC meeting at which the LUPC went through the checklist and were “mostly pleased with the revisions”. Sent to full MVC with recommendation to be approved. May be voted on October 19. Richard and Chuck will be there, Bill McGrath to attend after ZBA. Planning Board Site Plan Review will be after MVC decision.
- 17.02 Temp. Trailers bids to be opened Thursday, Oct. 26.
- 17.03 Revised DD Estimate by RLB received for construction cost of \$7,209,512 (inc. demo & sitework). **Estimate was forwarded to Bill McGrath, Bob W., and Joe S.**
- 17.04 The Committee agreed the Modular Vault work will be by Owner since it precedes the General Contract. The Committee voted to have landscaping and loam to be by Owner, all hardscape will be under the General Contract. Demolition will also be included in the General Contract.
- 17.05 Temporary Facilities: Vaults – John Lebica will inquire what is needed (2? – one for Clerk and one for trailer C) and size requirements.
- 17.06 Invoices of \$5,000 for Daedalus and \$75,000 for K+K (66% CDs) were approved. (Complete CDs are due by Nov. 25.)
- 17.07 Next meeting will be on Wednesday, October 25, 2017 at 11:00 a.m.

Submitted by:

Antonia A. Kenny, R.A.

KEENAN + KENNY ARCHITECTS, LTD.

cc: Bob Whritenour
Bill McGrath (for distribution)

Wayne Mattson
Tom Lee

Joe Sullivan
John Lebica

John Lolley