



KEENAN + KENNY ARCHITECTS, LTD.

MEMO OF BUILDING COMMITTEE MEETING NO. 21

FINAL DESIGN, BID AND CONSTRUCTION PHASE

PROJECT: Oak Bluffs New Town Hall
DATE: Wednesday, November 29, 2017
LOCATION: Oak Bluffs Town Hall
56 School St.
Oak Bluffs, MA 02557

ATTENDING:

Bill McGrath, Chair, THBC	Bob Whritenour, Town Admin.
Alice Butler, THBC	Richard Toole, THBC
Marilyn Miller, THBC	Karen Finley, THBC
Jim Dearing, THBC	Steve Auerbach, THBC
Jason Balboni, THBC	Antonia Kenny, K+K Architects
Joan Hughes, THBC	John Keenan, K+K Architects

The following is a record of the above reference meeting:

OLD BUSINESS

- 2.14 O.P.M. Duties/Responsibilities
- Moving
 - Temp. Facilities
 - Modular Vault
- 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. In process, studies being done (modeling). **See New Business.**
- 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.
- 9.04 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.
- 11.06 Add Alternate for series of steps and landings. Add Alt. will be No. 1.
- 12.02 Additional Services: K+K to send to Joe Sullivan.
- Farrissey proposal to install E One Pump (\$7,500.00). Committee wanted to know the placement of the holly tree. TBD
 - Transfer switch for Emergency Generator. Add Alt. No. 2 – Revised.
- 14.01 Temporary Facilities:
- Moving furniture – Joe S. to discuss w/movers cost of items to move.
 - G&V need elec. load calcs. from trailers for Eversource. **Done.**
- 18.06 New pump/sewer work RFP sent to J. Lolley, P.E. for fee estimate. **Done.**

- 18.07 Geotech engineer asked to revisit the report (2014) and make any new recommendations based on new building design. Also asked to provide shoring system description for excavation and foundation construction. **Done, need review/approval of proposal.**
- 19.04 Temp. trailer RFP received only one bid which was over budget amount. To be rebid immediately, due in 4-5 weeks. Proposals due Dec. 13, Bob W. to open and evaluate Dec. 15. Committee vote Dec. 20. Set up trailers by end of Jan '18, move Town Hall in February.
- 19.13 Re-use existing exterior building sign. Committee will review sign options, use composite materials.
- 19.15 Need J. Lebica to report back on HazMat survey update.
- 20.03 Recycling Bins – K+K proposes smaller, coordinated bins for each floor. John Lebica will review w/Richie Combra re: building management. **No decision.**
- 20.04 Vineyard Transportation Authority: has established Bus Route, has stop at Library/OBTH. P.B. requests OBTH Committee contact VTA for input on drop-off. **See New Business.**
- 20.05 Alice Ryan Butler will speak to all departments regarding purging of old documents to minimize moving requirements of materials in offices and storage areas.
- 20.07 K+K to provide schedule for CD completion, CD review, and estimate (2 weeks), and CD estimate reconciliation (1 week). **Done.**

NEW BUSINESS

- 21.01 Reviews and discussions made for next S.P.R. hearing on Nov. 30, 2017 (cancelled - see below).
- 21.02 Bob and Bill met with VTA. A bus drop-off lane will be provided on Pacific Ave. specifically for VTA us. A concrete apron will be provided for handicapped egress/access site. Plans revised as requested. Bike boxes were discussed for bike security. Also, the need for a bus shelter was discussed.
- 21.03 Joan presented new designs for Landscaping/bio-retention areas which she will be bringing to S.P.R. Full size drawing provided for her use.
- 21.04 New project schedule discussed and revised start of construction, demo, etc. is requested. All done prior to Town Meeting. Joan asked that Landscaping areas (by Owner) be required to be ready by May 1, 2019. Revised schedule forwarded to Joe S. for his review.
- 21.05 Both new proposals for additional Geotech Engineering services and AV design to be reviewed for approval as soon as possible.
- 21.06 Town Offices materials to be eliminated. Shredding Date: December 6, 2017, 9:30 AM.
- 21.07 Some discussion was had concerning the Schedule and Demo/Hazmat/ vault work start dates and whether to bid them separately, not in G.C. bid or scope.
- 21.08 K+K would like the interior finishes subcommittee to visit their offices in Falmouth to discuss samples, products, etc. Saturday, Dec. 9, 2017 in morning is suggested.
- 21.09 Next meeting will be on Wednesday, December 6, 2017 at 9:30 a.m. at Town Hall.
Note: S.P.R. hearing has been rescheduled for Wednesday, December 6, at 5:00 p.m.

Submitted by:

John J. Keenan, R.A.

KEENAN + KENNY ARCHITECTS, LTD.

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