



KEENAN + KENNY ARCHITECTS, LTD.

MEMO OF BUILDING COMMITTEE MEETING NO. 9

FINAL DESIGN, BID AND CONSTRUCTION PHASES

PROJECT: Oak Bluffs New Town Hall
DATE: Wednesday, August 2, 2017
LOCATION: Oak Bluffs Town Hall
56 School St.
Oak Bluffs, MA 02557

ATTENDING:

Bob Whritenour, Town Admin.	Chuck Sullivan, THBC
Bill McGrath, Chair, THBC	Richard Toole, THBC
Steve Auerbach, THBC	Laura Johnson, Town Clerk
Walter Vail, THBC	John Lolley, P.E.
Marilyn Miller, THBC	Joe Sullivan, DPI, OPM
Jim Dearing, THBC	John Lebica, DPI, OPM Clerk
Alice Ryan Butler, THBC	Antonia Kenny, K+K Architects
Karen Finley, THBC	John Keenan, K+K Architects

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.**
- 2.14 O.P.M. Duties/Responsibilities
- Moving, Temp. Facilities
 - Peer Review
 - Vault
- 2.15 Subsurface Explorations
- Original Elementary School Demolition. J. Lolley has found plans for original foundation.
 - Check for Foundations, DPW will assist w/test holes. John Lolley will oversee. Scheduled for July 27, 2017. **See New Business.**
- 4.02 Temporary Town Hall Site: Committee discussed access from Pacific and/or School St., both may be feasible. There was discussion of the church septic system easement and negotiating a trade to connect church to sewer and use for trailers and eliminate easement. Discussion was tabled; trailers will be ordered with holding tanks to start. SB&H did a Site Plan of the church parking lot for O.B. dated 1997, J. Lolley or K+K to inquire. John Lolley will contact SB&H to provide a perimeter survey, no topography was deemed necessary. J. Lolley to forward to K+K and Bill McGrath when ready. **See New Business.**

- 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.**
- 5.01 Temporary Facilities schematic of 3 trailers, each approx. 24 x 60, was reviewed. Access to the trailers was discussed and the amount of decking will be reduced for cost purposes. Discussion of awnings or temporary coverings for the deck at entry areas will be reviewed when a final plan is approved. Decking was reduced, K+K to send revised plan for cost estimating to Daedalus. Done. DPW (Richie Combra) to review. **See New Business.**
- 5.03 The Temporary Trailer Site Plan Review will be a separate filing.
- 6.01 Site Plan Review Package has been assembled and will be submitted to Planning Board for official review. Landscape Plan will be revised as part of submittal to indicate plantings on slope adjacent to new entry drive (L1.0 to reflect C1.1). K+K to send digital SPR application to Bill McGrath and copy Joe S. Site Plan Review Application was filed July 13, 2017, Planning Board waiting for department's input. Site Plan Review scheduled for July 27, voting on referral to MVC. **Vote referred to MVC, see New Business.**
- 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.**
- 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.**
- 7.04 K+K to prepare Demolition Drawing and Bid Package. Show limit of work to include old foundations.
- 7.05 Plan change: eliminate exterior door from Staff Room on Pacific Ave., replace with windows. Plans went to all departments, Bill M. will check with Bob W. on comments. Change Treasurer – add Office, move wall 2' over. **Done.**
- 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.
- 8.03 SB&H Site Plan is done, request cost for limited topo in area of trailers. Temp. trailers will need separate Site Plan Review application; locate public and employee parking. Public at area off School St. (Bill McGrath will speak to Church/Owner), Employees can park in lot behind existing

Town Hall or off Pacific Ave. **Bill McGrath noted Church will allow public to park on their property during Town Hall hours.**

- 8.04 Relocate E One pump for library – use extra pump to hook up and swap out existing when disconnected.

NEW BUSINESS

- 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. Note: MVC Review will include traffic review by MVC personnel.

Schedule:

- Meet (preliminary): August 15
 - LUPV: August 28
 - MVC: September 21
 - 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.
- 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.
- 9.05 K+K Invoices for Additional Services (for Temp. Facilities at High School and School St.) AS-1 (\$6,379.00) and AS-2 (\$5,140.00) approved.
- 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.
- 9.07 Next meeting will be on Wednesday, August 9, 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