



KEENAN + KENNY ARCHITECTS, LTD.

**MEMO OF BUILDING COMMITTEE MEETING NO. 2**

FINAL DESIGN, BID AND CONSTRUCTION PHASES

PROJECT: Oak Bluffs New Town Hall

DATE: Wednesday, May 17, 2017

LOCATION: Oak Bluffs Town Hall  
56 School St.  
Oak Bluffs, MA 02557

ATTENDING: Bob Whritenour, Town of Oak Bluffs, Town Administrator  
Bill McGrath, Building Committee Chair  
Mary Alice Butler, Building Committee  
Steve Auerbach, Building Committee  
Walter Vail, Building Committee  
Jason Balboni, Building Committee  
Marilyn Miller, Building Committee  
Jim Dearing, Building Committee  
Karen Finley, Building Committee  
Richard Toole, Building Committee  
John Lolley, P.E., Lolley Engineering  
John Lebica, Daedalus Projects, Inc., Project Clerk  
Joe Sullivan, Daedalus Projects, Inc., Project Manager  
Antonia A. Kenny, R.A., Keenan + Kenny Architects, Ltd.  
John J. Keenan, R.A., Keenan + Kenny Architects, Ltd.

The following is a record of the above reference meeting:

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**NEW BUSINESS**

- 2.01 Civil Engineering needs to start as soon as possible:
  - A. Need updated site survey, topo, utilities
  - B. Layout for School St. parking and drainage and parking and drives at Pacific Ave. **By J. Lolley.**
- 2.02 Eversource needs to be contacted to begin design, engineering, etc.
  - Transformer size and location
  - Moving poles on School St. By G&V.
- 2.03 A final plan review will be done with Dept. Heads. Large scale proposed Town Hall drawings provided by K+K. Committee to schedule meetings.
- 2.04 Building Dept. has two new part-time Building Commissioners:
  - Eladio Gore (2 days/wk.)
  - Tom Perry (3 days/wk.)
- 2.05 K+K and OPM will begin to develop plans to use two existing O.B. High School buildings as temporary space. School Committee meets June 5.

- 2.06 Temp. Facilities considerations:
- B.O.S./Personnel/Town Admin at OB Fire/EMS, 2<sup>nd</sup> Floor
  - September move planned
  - Trailer rental ± \$240,000.00
  - Provide charging stations
  - DPW and Senior Center
- 2.07 Martha's Vineyard Commission – courtesy review will be requested. Joe S. will call Paul Foley, MVC.
- 2.08 Building plan changes;
- Upper Level Conference Room to Lobby Area
  - All office doors will be locked; eliminate mid-corridor doors
- 2.09 John Lebica is researching modular vaults. Design for new town hall calls for 225 S.f. (net); current vault is 50% of that.
- 2.10 Site plan review documents are to be completed as soon as possible for Planning Board hearing.
- 2.11 Sign Final Agreement with Bob Whritenour.
- 2.12 Progress/Schedule:
- Structural: John Lolley has started the structural engineering design and plans are progressing.
  - MEPPFP: K+K met with G&V on May 18<sup>th</sup> for start-up.
- 2.13 Consultants
- All contracts signed.
    - Griffith & Vary, Inc., M.E.P.F.P.
    - Lolley, P.E., Structural
    - TL Studio, Landscape Architecture
    - Architx, Specifications Writer
    - Cavanaugh Tocci, Acoustic Consultant
  - Recommendation:
    - David Perreira, IT/AV, Security: Owner Contract
- 2.14 O.P.M. Duties/Responsibilities
- Moving, etc. Contacts for High School: Mike Taus and Matt Diandria, Superintendent
  - Peer Review
  - Vault
  - IT/Security/A.V. (sound & projection systems)/Communications (need consultant)
- 2.15 Subsurface Explorations
- Original Elementary School Demolition
  - Check for Foundations, x-ray site
- 2.16 Next meeting will be on Wednesday, May 31, 2017 at 1:00 p.m. Note: All future Town Hall meetings will be held on Wednesdays at 1:00 p.m. until further notice.

Submitted by:

Antonia A. Kenny, R.A.

KEENAN + KENNY ARCHITECTS, LTD.

cc: Bob Whritenour  
Bill McGrath (for distribution)  
Joe Sullivan  
John Lebica

Wayne Mattson  
Tom Lee  
John Lolley