



KEENAN + KENNY ARCHITECTS, LTD.

MEMO OF BUILDING COMMITTEE MEETING NO. 1

PROJECT: Oak Bluffs New Town Hall

DATE: Friday, April 21, 2017

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

ATTENDING: Bob Whritenour, Town of Oak Bluffs, Town Administrator
Mark Barbadaro, Town of Oak Bluffs, Building Inspector
Bill McGrath, Building Committee Chair
Steve Auerbach, Building Committee
Walter Vail, Building Committee
Jason Balboni, Building Committee
Ian Aitchison, Building Committee
Joan Hughes, Building Committee
Marilyn Miller, Building Committee
Jim Dearing, Building Committee
Karen Finley, Building Committee
Casey Decker, Building Committee
Richard Toole, Building Committee
Dave Bailey, Town of Oak Bluffs, Town Assessor
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:

NEW BUSINESS

- 1.01 Schedule for Construction Documents, Bid and Construction was discussed. Town Hall offices may be vacated next Fall (Oct. 1) to allow for hazardous material abatement and possible demolition of the existing building prior to public bid. Start of Construction is anticipated in January 2018.
- 1.02 Town Hall Building Committee will look into existing buildings for Temporary Facilities, including: High School Buildings (former MVTV and Amos Institute – Mike Taus); Police Station (Clerk-Vault); Council on Aging; Library Meeting Room; Fire Station Second Floor and Basement; and Doctor’s Office (2 Ryan Way).
- 1.03 Preliminary Design is to be signed off on by each Dept. K+K to provide ¼” scale plans and Revit views. Joe, Bob, and K+K will review with Dept. Heads.

- 1.04 Permit Process: John Lebica will work with Mark Barbadoro regarding Permit process and Site Plan Review.
- 1.05 Furniture: Town will do inventory of each Dept. and decide whether to donate, move, or dispose.
- 1.06 Cost Estimates: K+K has two more estimates (Design Development and Construction Doc Phase) and Daedalus will do independent reviews and update their estimates every two weeks
- 1.07 Note: Temp. facilities will require chargers at some locations for electric cars.
- 1.08 K+K contract to be reviewed with Bob W. and Joe S. K+K to provide payment schedule.
- 1.09 Next meeting Friday, May 5 at 9:15 a.m. re: Temporary Facilities.

Submitted by:

Antonia A. Kenny, R.A.

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cc: Bob Whritenour
Mark Barbadaro
John Lolley
Joe Sullivan
John Lebica