



KEENAN + KENNY ARCHITECTS, LTD.

**MEMO OF BUILDING COMMITTEE MEETING NO. 3**  
FINAL DESIGN, BID AND CONSTRUCTION PHASES

PROJECT: Oak Bluffs New Town Hall  
DATE: Wednesday, May 31, 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  
Richard Toole, Building Committee  
Joan Hughes, Building Committee  
Chuck Sullivan, Building Committee  
Colleen Morris, Building Committee  
Laura Johnson, Town Clerk  
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 – **Done by John Lolley.**  
B. Layout for School St. parking and drainage and parking and drives at Pacific Ave. By J. Lolley.  
**In process.**
- 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. **Meetings to be scheduled for Wednesday, June 7, at 11:00 a.m.**
- 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. **K+K provided Preliminary Plans for initial meeting 5/31/17. See New Business.**
- 2.06 Temp. Facilities considerations: **See New Business**  
  - 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.
- 2.09 John Lebica is researching modular vaults. Design for new town hall calls for 225 S.f. (net); current vault is 50% of that. **K+K will review w/Clerk on June 7.**
- 2.10 Site plan review documents are to be completed as soon as possible for Planning Board hearing. **See New Business.**
- 2.13 Consultants
- 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. **J. Lolley has found plans for original foundation.**
  - Check for Foundations, x-ray site. **DPW will assist w/test holes..**

#### **NEW BUSINESS**

- 3.01 J. Sullivan reviewed the Meeting with the School Committee for use of the 2 buildings at the High School for Temporary Facilities. The emphasis was on issues regarding displacement of school functions (weight room and soccer teams), Town Hall use and parking and eventual uses for the High School. Initial reaction by H.S. personnel was very positive.
- 3.02 Temporary Facilities schedule was discussed:
- Need to empty buildings and relocate equipment
  - Meeting June 5 with School Committee for review
  - Permitting requirements – MVC courtesy review
  - Public bid for Temporary Facilities
  - Site – separation of Town Hall and High School parking, K+K to revise site plan
  - Public Forum – week of June 19
  - Duration: 2 years, July 2017 – 2019
  - J. Sullivan may have use of office partitions from Eastern Bank.
- 3.03 During construction, public meetings will be at C.O.A. or Library.
- 3.04 Modular Vault construction was discussed for temporary and future Town Hall space.
- 3.05 Site Plan Review: meets every 2 weeks. Consultants to have information to K+K by July 1. Bill McGrath will notify Planning Board that K+K will be submitting on July 1.
- 3.06 Meet with Board of Selectmen on June 13 to inform them of progress.
- 3.07 Site Plan: reverse direction of traffic at Pacific Ave. parking, add one more parking space.
- 3.08 Next meeting will be on Wednesday, June 21, 2017 at 1:00 p.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