



KEENAN + KENNY ARCHITECTS, LTD.

MEMO OF BUILDING COMMITTEE MEETING NO. 5
FINAL DESIGN, BID AND CONSTRUCTION PHASES

PROJECT: Oak Bluffs New Town Hall
DATE: Wednesday, June 28, 2017
LOCATION: Oak Bluffs Town Hall
56 School St.
Oak Bluffs, MA 02557

ATTENDING: Bill McGrath, Building Committee Chair
Alice Ryan Butler, Building Committee
Steve Auerbach, Building Committee
Walter Vail, Building Committee
Marilyn Miller, Building Committee
Joan Hughes, Building Committee
Jim Dearing, Building Committee
Colleen Morris, Building Committee
Chuck Sullivan, Building Committee
Richard Toole, Building Committee
Ian Aitchison, Building Committee
Laura Johnson, Town Clerk
John Lebica, Daedalus Projects, Inc., Project Clerk
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:

OLD BUSINESS

- 2.02 Eversource needs to be contacted to begin design, engineering, etc.
- Transformer size and location
 - Moving poles on School St. By G&V.
- 2.07 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. J. Lebica located Firelock Modular Vaults which installed the existing vault at OB Town Hall that can be disassembled and reinstalled and enlarged. Note 2 doors at existing vault have 2 ratings, to be confirmed with State. **Telcon Terry French at State Archives: New supervisor knows 6 hour vault door is an issue, they will be redoing regulations. In the meantime, try to comply as much as we can with existing regulations.**
- 2.13 Consultants
- Recommendation: David Perreira, IT/AV, Security: Owner Contract

- 2.14 O.P.M. Duties/Responsibilities
- Moving, Temp. Facilities
 - 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.
- 3.03 During construction, public meetings will be at C.O.A. or Library.
- 4.01 Bill McGrath noted estimate from OPM firm Daedalus with a cost of \$389,000 to improve the buildings at the High School. The Bldg. Committee will proceed with Temporary Trailers on the Town-owned land behind the church, parcels #8-249 and 8-248. There was a previous plan drafted by MVC in 2015 indicating traffic flow. Three 24 x 60 trailers were estimated to be sufficient.
- 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.
- 4.03 Temporary Trailer Permitting: J. Keenan noted trailers require a long lead time, number and layout will need to be determined soon. Also what permits will be required to place trailers; items to discuss are:
- Site Plan
 - Walks
 - Decks
 - Lighting
 - Drainage
- Permits from Building Dept., B.O.H., any Site Plan review or special permit?
- 4.04 Site Plan Review: John Lolley reviewed progress on Site Plan for submission with Site Plan Review.
- Retaining wall between Library and Town Hall drive.
 - Enter from Pacific at new drop off
 - Soil is permeable, leach basins for site draining
 - Electrical Site Plan will show moving poles and transformer
 - Utilities plan will show revisions to water and sewer. Sewer "E One" will be relocated (switched out) for library and future Town Hall connection.
 - Curbing – John Lolley will speak to Rich Combra about curbs and snow removal and irrigation (drip irrigation for plants and trees only?)
 - Install stone veneer on retaining wall – **reduce retaining wall as possible by regrading.**
 - Use "Vineyard Conservation Mix" for any lawn areas.
- 4.05 John L., with approval of the Committee, will request an informal meeting ahead of the Site Plan Review to review the submission. He will note that the traffic flow is improved and additional parking provided. **See New Business.**
- 4.06 Building Plan changes – move CPC to Planning on Second Floor, K+K to send revised floor plans to Bill McGrath for distribution.
- 4.07 Daedalus will assist to provide a flow test for engineers. Also check availability of trailers they had contacted – will need end of September.

NEW BUSINESS

- 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.
- 5.02 Site Plan Review meeting: John Lolley has scheduled a Preliminary Meeting for Site Plan Review for Thursday, June 29.
- 5.03 The Temporary Trailer Site Plan Review will be a separate filing.
- 5.04 Bill McGrath and Town Clerk Laura Johnson will review space at DPW Building for Temp. Clerk location.
- 5.05 Next meeting will be on Wednesday, July 12, 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