



KEENAN + KENNY ARCHITECTS, LTD.

MEMO OF BUILDING COMMITTEE MEETING NO. 6
FINAL DESIGN, BID AND CONSTRUCTION PHASES

PROJECT: Oak Bluffs New Town Hall
DATE: Wednesday, July 12, 2017
LOCATION: Oak Bluffs Town Hall
56 School St.
Oak Bluffs, MA 02557

ATTENDING: Robert Whritenour, Town Administrator
Gail Barmekian, Selectman
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
Karen Finley, Building Committee
Jason Balboni, Building Committee
Kris Chvatal
Laura Johnson, Town Clerk
John Lolley, P.E.
Joe Sullivan, Daedalus Projects, Inc., Project Manager
John Lebica, Daedalus Projects, Inc., Project Clerk
Antonia A. Kenny, 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.
- **G&V has contacted Eversource and submitted a Work Order Application (7/13/17).**
- 2.07 Martha's Vineyard Commission – **application is not required.**
- 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.
- 4.02 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.**
- 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? **Site Plan Review will be required.**
- 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.
- 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.**
- 5.02 Site Plan Review meeting: John Lolley has scheduled a Preliminary Meeting for Site Plan Review for Thursday, June 29. **Preliminary Meeting reviewed content for submission package and approved for application filing.**
- 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. **DPW Building was not suitable, other spaces will be reviewed.**

