



KEENAN + KENNY ARCHITECTS, LTD.

**MEMO OF BUILDING COMMITTEE MEETING NO. 12**

FINAL DESIGN, BID AND CONSTRUCTION PHASES

PROJECT: Oak Bluffs New Town Hall  
DATE: Wednesday, August 30, 2017  
LOCATION: Oak Bluffs Town Hall  
56 School St.  
Oak Bluffs, MA 02557

ATTENDING:

Bill McGrath, Chair, THBC	Richard Toole, THBC
Gail Barmakian, THBC	Steve Auerbach, THBC
Joan Hughes, THBC	Walter Vail, THBC
Karen Finley, THBC	John Lebica, DPI, OPM Clerk
Marilyn Miller, THBC	Antonia Kenny, K+K Architects
Jim Dearing, THBC	John Keenan, K+K Architects
Alice Ryan Butler, THBC	

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).
- 2.14 O.P.M. Duties/Responsibilities
- Moving, Temp. Facilities
  - Peer Review
  - Vault
- 4.07 Daedalus will assist to provide a flow test for engineers. Scheduled for 7/20/17. Also check availability of trailers they had contacted. Flow test done, Daedalus to forward test results to K+K for FP engineer. J. Lebica to check on this.
- 5.03 The Temporary Trailer Site Plan Review will be a separate filing.
- 6.02 Joe S. has prepared an RFP for the trailers:
- one w/self-contained (also cost to service once/week)
  - one without and with tie-in to Town Sewer.
- 6.03 Town Clerk to be in trailers with other Town Departments. Use vault at Police Station, was used previously as Town Hall. K+K to revise plan. Done. Police vault needs locksmith to recover combination. J. Lebica to review. Add door to Clerk and B.O.S. (for secure documents). **Done**, Bob W. to have departments sign off.
- 6.04 Joe S. will review w/Bldg. Dept. what permits are required for Temp. Facilities. Verify if ZBA is included. Part of Bldg. Permit Application if ZBA is reported: for Sept. 21 meeting, deadline is Aug. 31. **K+K discussed w/Tom Perry who wants to review w/Eladio Gore regarding Town waiving setback for Temp. Trailers.**

- 6.06 K+K send revised Floor Plans to Bill McGrath or Joe S. to distribute to Departments by Friday for approval. All departments have approved plans, as per Bob W. waiting for written sign-off.
- 7.04 K+K to prepare Demolition Drawing and Bid Package. Show limit of work to include old foundations.
- 7.06 K+K plan to review building acoustics w/consultant, focus on Meeting Room and sound-proofing spaces adjacent to elevator shaft.
- 7.07 K+K was requested to ask consultants for present vs. future energy use. Determine extent of solar application (all future except conduits at this time).
- 7.08 K+K to coordinate w/Bob W.: Interior Security – what is open to public and when, who locks up. and security cameras. General agreement us that there is need for a Town Facilities Manager to oversee.
- 7.10 Provide elec/IT connections in Foyer for future receptionist. Discuss message boards, signage, and directories.
- 9.01 Martha’s Vineyard Commission:  
 The Planning Board voted 3-1 on July 27 to send the OB Town Hall project to the MVC as a Mandatory Referral based on the fact that the Clerk kept records for births and deaths at the hospital, which affects more than one town. Bill Mcgrath, J. Lebica, S. Auerbach, J. Lolley, and K+K met informally with Paul Foley, Adam Turner, and Bill Veno at the MVC on July 31. They reviewed requirements and provided a proposed schedule. Requirements: Narrative to review history of process, rationale for traffic/parking revisions, and review of temporary facilities. K+K forwarded narrative to Bill McGrath for review.  
 Note: MVC Review will include traffic review by MVC personnel.  
Schedule:
- Meet (preliminary): August 15 – 1:00 p.m. **Done.**
  - LUPC: August 28, 5:30 p.m. at MVC. **Done.**
  - MVC: September 21, 5:00 p.m. at OB Library Main Conf. Room. Staking of new building to view before meeting. (4:00 p.m.)
  - Decision back in writing by mid-October
  - Confirm meeting times
- 9.02 Planning Board said they were “frozen” until MVC complete. Joe S. wants P.B. to review in tandem with MVC, move forward with same schedule.
- 9.03 Temp. Facilities: will require Building Dept. review re: setbacks, municipal use, parking layout, drainage, etc. Propose temp. drainage management – barrels, haybales, etc. Layout parking, HC spaces and sidewalk for next meeting Aug. 9. J. Lolley to provide revised Temp. Facility Site Plan with topo, hay bales, employee and public parking. SB&H to confirm Gabriel Road as a paper road. See New Business.
- 9.04 OB Town Hall Site Investigation: J. Lolley, PE.
- Excavation of areas adjacent to Pacific Ave. found parts of old foundation of previous school. Verify w/Comm/OPM extent of documentation required for accurate demo bids.
  - A 3,200 gallon oil tank w/1,300 gallons of fuel was unearthed adjacent to the building at the parking entry drive. The fuel and tank were removed, no spillage was found. Project cost will include HazMat remediation and temporary facilities.
- 10.01 Temporary Facilities – Bill McGrath will verify address (mailing address to remain the same).
- Site Plan – J. Lolley: add topo lines, reduce employee parking to one row, add haybales for drainage, confirm Gabriel Road is a paper road. Done. Bldg. Dept. will require a survey of lot. Ask SB&H for cost. Check site plans for Parish Center. **John Lolley provided**

**a stamped plan from SB&H that was accepted by the Bldg. Dept. Note: show setbacks on proposed plans.**

- Joe S. will solicit bids for temporary trailers.
  - John L. – Will contact Eversource re: temp. trailers, coordinate meeting w/G&V Town Hall site visit. No Town Hall visit necessary, need separate work order.
    - Will contact Water Dept. re: trailers. Water Dept. said there is no spare E One pump, so hook up would be in the \$25,000 range.
- 10.03 Bill McGrath to verify w/Bob W. that former generator from OB Fire will go to DPW Bldg. **Confirmed at 8/23 meeting.**
- 10.04 J. Dearing recommends Add Alternate- transfer switch for generator.
- 10.05 Universal Environmental Consultants (UEC) did original hazmat survey – J. Lebica to contact for update.
- 11.05 Question regarding requirement for shoring during construction – review w/J. Lolley.
- 11.06 Discussion of limit of Work and grading between Library and Town Hall. Bob W. suggested a review of alternative grading would be helpful in planning for the future. A better connection between Pacific Ave. and the lower level would benefit both the Library and Town Hall.

### **NEW BUSINESS**

- 12.01 Bill McGrath reviewed comments from LUPC Meeting of August 28:
- The angle parking was well received, utilize at Pacific Ave. and School St. parking. Note: as per Meeting Minutes of 8/23/17, Highway Supt. Richie Combra feels potential runoff to Dukes County Ave. could be alleviated by installing a couple of catch basins.
  - The LUPC felt the presentation was adequately prepared.
  - The Landscape Plan will be updated for the MVC meeting on Sept. 28. All other plans for review remain as originally submitted. The Town will submit final revised drawings to MVC when completed.
  - K+K notes:
    - Add 2 bike racks to be shown on Landscape plan; one at island on Pacific at first space (near library), one down by Clerk's office.
    - LUPC wanted seating capacity for meeting rooms (new vs. existing) to see if additional seating will affect parking.
    - Superimpose hardscape of new vs. existing and percent increase. Note: addition of 2 new catch basins and drainage structures for roof runoff will mitigate.
- 12.02 Additional Services: K+K to send to Joe Sullivan.
- J. Lolley, P.E. Temporary Trailer Site Plan Proposal (\$5,500.00) approved at a previous meeting (not-to-exceed).
  - Farrissey proposal to install E One Pump (\$7,5000.00). Committee wanted to know the placement of the holly tree.
  - Griffith & Vary Temporary Facilities Electrical work (\$5,000). Eversource needs a separate Work Order for the Trailers location, approved, forward for processing.
- 12.03 A link to the Design Development Plans was emailed to Bill McGrath on 8/28/17 for distribution. A full set was brought by K+K and will be left in the Conservation Commission office for review. Comments today include:
1. Remove "bumpout" on all consultants' plans.
  2. Add second door to IT Room, add table at Meeting Room for Admin.
  3. A2.2 So. Elevation – add hip roof over Clerk's Entrance w/2 columns.
  4. ES.1 – remove charging stations.

12.04 K+K to contact David Pereira at GGD re: IT.

- Town IT: Travis Larsen
- MVTV: Carl Holt 508-696-9760.

12.05 K+K to send DD Drawings and Specs to Cost Estimator next Tuesday, 9/05/17.

12.06 Next meeting will be on Wednesday, September 6, 2017 at 11:00 a.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