



KEENAN + KENNY ARCHITECTS, LTD.

MEMO OF BUILDING COMMITTEE MEETING NO. 13

FINAL DESIGN, BID AND CONSTRUCTION PHASE

PROJECT: Oak Bluffs New Town Hall
DATE: Wednesday, September 6, 2017
LOCATION: Oak Bluffs Town Hall
56 School St.
Oak Bluffs, MA 02557

ATTENDING:

Bob Whritenour, Town Admin	Alice Ryan Butler, THBC
Bill McGrath, Chair, THBC	Richard Toole, THBC
Colleen Morris, THBC	Steve Auerbach, THBC
Joan Hughes, THBC	Walter Vail, THBC
Ian Aitchison, THBC	Joe Sullivan, DPI
Marilyn Miller, THBC	Antonia Kenny, K+K Architects
Jim Dearing, THBC	Jessie Moberg, K+K Architects

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
 - Modular 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. **K+K received, forwarded to engineers.**
- 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. **J. Lebica has found someone to redo combination.** 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). **K+K to ask MEP consultants.**
- 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. **Bill McGrath will be on Signage Committee, will research electric billboard.**
- 9.01 Martha's Vineyard Commission:
 Note: MVC Review will include traffic review by MVC personnel.
Schedule:
- MVC: September 28, 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
- 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.
- 9.04 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.
- 10.01 Temporary Facilities – Bill McGrath will verify address (mailing address to remain the same). **Bill McGrath verified that the address is: 49 School St., A, B. & C.**
- Site Plan –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.
- 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.
- 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.
- (Not-to-exceed T&M)**
- 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. **GGD proposal signed by Bob. W.; schedule meeting with Town.**
- 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. **Done.**

NEW BUSINESS

- 13.01 Temp. Facilities:
- Joe S. will bid trailers to have fit-out and deck construction costs compared w/trailer companies and local companies.
 - Also compare costs for holding tanks and water vs. bringing to facility. Joe S. has a pump for Temp. Facilities. John L. will ask Farrissey for cost to connect trailers.
 - Met w/Richie Combra, pricing paved area and striping.
 - Joe S. will meet w/movers – how much will be moved? K+K to discuss w/departments. Remainder may be consolidated in large conference room and sold or donated.
- 13.02 Ian A. asked regarding Emergency Management Plan. The Town Hall will not be used as emergency shelter and will be closed. K+K to review building security w/Bob W.
- 13.03 Jim Dearing sent comments to Bill McGrath to forward to K+K re:
- Hose bibbs
 - Canopy over Clerk’s Entrance
 - Exterior door hardware/security?
 - FP heads under canopies – not in FP drawings.
- 13.04 Bldg. Comm. voted to approve the Design Development Drawings and K+K’s final DD invoice (No. DD 03) in the amount of \$32,858.00.
- 13.05 Joan H. reviewed the landscape plan comments from the Planning Board regarding L.I.D. (low impact development). Bill McGrath noted that parking at side and rear w/library is outside the limit of work. Items such as permeable paving and water retention need to be discussed w/DPW for maintenance requirements. Joan requests water calculations from John Lolley. She will email requests through Bill for distribution.
- 13.06 Attached is Finish Schedule as discussed w/Building Sub-Committee on Finishes.

13.07 Next meeting will be on Wednesday, September 13, 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



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9/06/17

OAK BLUFFS TOWN HALL: DESIGN DEVELOPMENT FINISH SCHEDULE

Walls:

- Typical: Painted gypsum board, with 2'-8" painted chair rail at Hallways and Lobbies. (Moisture resistance gypsum board at Toilet Rooms and basement and Lower Level.)
- Typical: 5/4" x 8" painted wood base at occupied areas. (4" rubber cove base at Mech. Rooms, Storage, etc.)
- Exposed concrete walls at Lower Level and Basement – no finish.

Ceilings:

- Typical: Suspended 2x2 acoustic tile w/narrowline grid
- Soffits: painted gypsum board
- Meeting Room soffit and Lobby ceilings (main and upper floor): 2x2 linear wood suspended ceiling (Decoustics, Solo-T or equal)
- Meeting Room ceiling: Painted wood coffered ceiling with adhered 12 x 12 acoustic tile infill.

Floors:

- Entry Vestibules: Recessed mats
- Offices, Conference Rooms, Upper Lobby, Corridors: LVT
- Meeting Room: Carpet (high grade)
- Main Lobby & Lower Level Lobby: Slate (stone or granite tile)
- Town Admin Office: Carpet
- Break Rooms, Vault and Elevator: LVT
- Main Open Stair: VG Fir treads with non-slip inserts, VG Fir handrail on powder-coated aluminum railing, formed LVL sub-frame w/fir trim
- Enclosed Stairs: LVT landings with rubber treads and risers, VG Fir handrails
- Toilets: Porcelain tile w/48" wainscot
- Lower Level Bldg. Dept. Storage and Basement concrete slab floors: Clear sealer.

Millwork: Plastic laminate w/p. lam counter tops w/wood edge.

Office Counters with Roll up Doors: Metal slat rollup doors w/powder-coated paint finish with Solid Surface counter

Main Meeting Room: Projection Screens and 3 room darkening shades (1 @ 12' w., 2 @ 8' w.), electrically controlled.

Conference Rooms and Offices: Roller shade Window Blinds