



KEENAN + KENNY ARCHITECTS, LTD.

**MEMO OF BUILDING COMMITTEE MEETING NO. 15**

FINAL DESIGN, BID AND CONSTRUCTION PHASE

PROJECT: Oak Bluffs New Town Hall  
DATE: Wednesday, September 20, 2017  
LOCATION: Oak Bluffs Town Hall  
56 School St.  
Oak Bluffs, MA 02557

ATTENDING:

Bill McGrath, Chair, THBC	Richard Toole, THBC
Walter Vail, THBC	Steve Auerbach, THBC
Colleen Morris, THBC	Travis Larsen, IT
Joan Hughes, THBC	<u>Via phone:</u>
Karen Finley, THBC	John Lebica, DPI
Marilyn Miller, THBC	Joe Sullivan, DPI
Jim Dearing, THBC	Antonia Kenny, K+K Architects
Alice Ryan Butler, THBC	John Keenan, K+K Architects

The following is a record of the above reference meeting:

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**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
- 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.
- 6.04 Joe S. will review w/Bldg. Dept. what permits are required for Temp. Facilities. ZBA hearing is required. **Courtesy review – non-conforming use and setbacks. Colleen will email application to John Lebica.**
- 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. **Review with IT/Security Consultant David Pereira, scheduled for 9/22/17.**

- 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.) Location revised to Town Hall Meeting Room.
  - 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. Bids expected back around Oct. 7.
- 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. Critical path item. **K+K forwarded 2013 ARAM Environmental Testing to Joe S.**
- 11.05 Question regarding requirement for shoring during construction – review w/J. Lolley. Mentioned in original Geotech report.
- 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. **Provide Add Alternate for series of steps and landings.**
- 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. See New Business.
- 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 (\$7,500.00). 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)
- 12.04 K+K to contact David Pereira at GGD re: IT. GGD proposal signed by Bob. W.; schedule meeting with Town. **9/22/17.**
- Town IT: Travis Larsen 508-292-9208.
  - MVTV: Carl Holt 508-696-9760.
- 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.
- 14.01 Temporary Facilities:
- Bill McGrath spoke to Chief Rose, he does not need a hard-wired fire alarm system, but will require a fire extinguisher at every exit at a minimum.
  - Moving furniture – Joe S. to discuss w/movers cost of items to move.
  - Joe S. to send Narrative for trailers to Bill McGrath for Planning Board application.
  - Joe S. will compare cost to lease vs. buy trailers (could be sold later).
  - G&V need elec. load calcs. from trailers for Eversource.
- 14.02 Bill McGrath met with John L., Steve A., and Joan H. re: comments from Ewell H. of Planning Board re: Site Plan.
- Regarding on-site drainage, add catch basins at angled parking on School St., connect to new drainage structure in lawn.
  - Note that permeable pavement freezes in winter and require too much maintenance to be practical for this site.
  - New parking to pitch to curbing.
  - Provide berm in paving at street to new parking.
- Regarding the Landscape Plan, the planting areas are alright, plantings may change. K+K will receive revised plantings from Committee on Wednesday, 9/20/17. Locate shed on existing conditions site plan. **Plantings were revised, K+K to revise Landscape Plan.**
- 14.03 Arriscraft (exterior stone veneer) website is: [www.arriscraft.com](http://www.arriscraft.com)

## **NEW BUSINESS**

15.01 See attached Revised Project Schedule.

15.02 Next meeting will be on Thursday, September 28, 2017 at 3:00 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



Oak Bluffs New Town Hall: Proposed Timeline/Schedule Revised September 18, 2017

Town Meeting: April 11, 2017  
 Vote: April 13, 2017  
 Start/Contract: May 1, 2017

<u>PHASE OF SERVICES</u>	<u>DATE OF COMPLETION</u>
A. Review Preliminary Design Phase:	Completed.
B. Design Development Phase:	August 28, 2017, Completed
DD Cost Estimate/Peer Review:	September 5 – 25, 2017
C. Construction Documents Phase:	August 28 – November 22, 2017
CD Cost Estimate/Peer Review:	November 22 – December 11, 2017
D. Bidding Phase:	December 12, 2017
E. Receipt of Bids, contract award:	January 22, 2018
F. Start of Construction:	February 19, 2018
Demolition and Site prep first by Demo Contract.	
G. Project Completion, 14 months:	June 1, 2019

<u>TEMPORARY FACILITIES</u>	
A. Bid Trailers:	September 2017
B. Trailers set-up, fit out:	
IT, Tel, Power, Water, Sewer:	October 1, 2017
C. Bid demo/HazMat:	November – December, 2017
D. Move Town Hall furniture, etc.	November 1, 2017
E. HazMat remediation/demolition:	November – December, 2017
F. New Town Hall project start of Bid Phase:	November 30, 2017