



KEENAN + KENNY ARCHITECTS, LTD.

**MEMO OF BUILDING COMMITTEE MEETING NO. 18**

FINAL DESIGN, BID AND CONSTRUCTION PHASE

PROJECT: Oak Bluffs New Town Hall  
DATE: Wednesday, October 25, 2017  
LOCATION: Oak Bluffs Town Hall  
56 School St.  
Oak Bluffs, MA 02557

ATTENDING:

Bill McGrath, Chair, THBC	Steve Auerbach, THBC
Colleen Morris, THBC	Richard Toole, THBC
Marilyn Miller, THBC	Alice Ryan Butler, THBC
Jason Balboni, THBC	John Lebica, DPI
Joan Hughes, THBC	Joe Sullivan, DPI
Jim Dearing, THBC	Antonia Kenny, K+K Architects
	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). **See New Business.**
- 2.14 O.P.M. Duties/Responsibilities
- Moving
  - Temp. Facilities
  - Modular Vault
- 6.02 Joe S. has prepared an RFP for the trailers: **Bids due Oct. 26, 2017 at Town Hall.**
- 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. ZBA application is w/Colleen. October 19, 7:15 at Senior Center. **Done.**
- 7.04 K+K to prepare Demolition Drawing and Bid Package. Show limit of work to include old foundations. Require Existing Conditions Plan to show old foundation to be removed. **Done.**
- 7.06 K+K plan to review building acoustics w/consultant, focus on Meeting Room and sound-proofing spaces adjacent to elevator shaft. K+K met w/Lincoln Berry of Cavanaugh Tocci on Oct. 13, reviewed sound separation of spaces, HVAC and elevator sound, and acoustics at main Meeting Room. **In process, studies being done (modeling).**
- 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. **Bob W., Joe S., and K+K met w/David P. and telcom w/Travis Larsen. P. Pereira will do a plan for electronic**

- security, 5 conf. rooms and exterior doors w/closed circuit cameras on exterior doors. A preliminary plan will be sent to Travis L. Plans sent, set a review meeting with Travis L. Request D. Pereira write a narrative for security plan. **Done – S & IT dwgs. and spec to Travis on Oct. 25.**
- 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.
- 9.04 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.
- 10.05 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. **Done.**
- 11.05 Question regarding requirement for shoring during construction – review w/J. Lolley. Mentioned in original Geotech report. Contact Geotech engineer. **Done.**
- 11.06 Add Alternate for series of steps and landings. **Add Alt. will be No. 1.**
- 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). **Done – Approved.**
  - Farrissey proposal to install E One Pump (\$7,500.00). Committee wanted to know the placement of the holly tree. **TBD**
  - Transfer switch for Emergency Generator. **Add Alt. No. 2 – Revised.**
  - 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) **Done – Approved, need info from trailer mfr.**
- 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. David Pereira met w/K+K, Joe S., Bob W., and Travis (via phone), 9/22.
- Town IT: Travis Larsen 508-292-9208.
  - MVTV: Carl Holt 508-696-9760. Contact Carl Holt for equip. requirements.
  - AV consultants: K+K to contact Peter Hobson at MV Sound System and Jason Small at Adobe (as they would service any AV equipment).
- 14.01 Temporary Facilities:
- 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. John Lebica noted locksmith was at Police Station today to redo lock. **Changing to electronic locks.**
- 17.02 **Temp. Trailers bids to be received and opened Nov. 1.**
- 17.03 Revised DD Estimate by RLB received for construction cost of \$7,209,512 (inc. demo & sitework). Estimate was forwarded to Bill McGrath, Bob W., and Joe S.
- 17.04 The Committee agreed the Modular Vault work will be by Owner since it precedes the General Contract. The Committee voted to have landscaping and loam to be by Owner, all hardscape will be under the General Contract. Demolition will also be included in the General Contract.
- 17.05 Temporary Facilities: Vaults – John Lebica will inquire what is needed (2? – one for Clerk and one for trailer C) and size requirements. **See New Business.**

