



KEENAN + KENNY ARCHITECTS, LTD.

MEMO OF BUILDING COMMITTEE MEETING NO. 19

FINAL DESIGN, BID AND CONSTRUCTION PHASE

PROJECT: Oak Bluffs New Town Hall
DATE: Wednesday, November 8, 2017
LOCATION: Oak Bluffs Town Hall
56 School St.
Oak Bluffs, MA 02557

ATTENDING:

Bill McGrath, Chair, THBC	Bob Whritenour, Town Admin.
Colleen Morris, THBC	Richard Toole, THBC
Marilyn Miller, THBC	Alice Ryan Butler, THBC
Walter Vaile, THBC	Steve Auerbach, THBC
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:

OLD BUSINESS

- 2.14 O.P.M. Duties/Responsibilities
- Moving
 - Temp. Facilities
 - Modular Vault
- 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).
- 7.10 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. **See New Business.**
- 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.
- 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.

- 12.04 I.T.
- 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). **See New Business.**
- 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. **See New Business.**
- 18.01 Eversource design and cost estimate received and forwarded to owner and OPM.
- 18.02 Landscaping will be by Owner and loam will not be provided by G.C.
- 18.03 Bill McGrath reviewed MVC/LUPC decisions and addition of 2 rain gardens. Town land for Library and Town Hall declared a permanent DRI.
- 18.04 The Planning Board is waiting for written approval from MVC before scheduling S.P.R.
- 18.05 K+K will provide latest drawings and other info needed for S.P.R.
- 18.06 New pump/sewer work RFP sent to J. Lolley, P.E. for fee estimate.
- 18.07 Geotech engineer asked to revisit the report (2014) and make any new recommendations based on new building design. Also asked to provide shoring system description for excavation and foundation construction.
- 18.08 Interior finishes discussed for flooring (wood vs. LVT), carpet (wool), and other materials. K+K memo to be reviewed by Subcommittee and conclusions to be discussed at Nov. 8 meeting. K+K asked to do cost comparisons for various materials, i.e. wood vs. LVT.

NEW BUSINESS

- 19.01 MVC decision reviewed/presented by Bill McGrath.
- Decision was unanimous
 - Adding to Rain Gardens
 - Town Roads and Byways Committee to review proposed parking, new site plan.
- 19.02 Site Plan Review to be at Town Hall on Thursday, Nov. 9 at 5:00 pm.
- 19.03 Committee voted to approve fee at \$400 max (\$35/hr) for MVTV to record.
- 19.04 Temp. trailer RFP received only one bid which was over budget amount. To be rebid immediately, due in 4-5 weeks.
- 19.05 K+K submitted 75% Construction Doc Drawings for review, etc.
- 19.06 Proposed finish revisions approved:
- Natural wood flooring (fir)
 - Concrete masonry units (CMU) partitions in basement.
 - Plywood ceilings
 - Estimate indicates wood flooring would add ± \$140,000 to the construction cost.
 - Project's latest estimate remains ± \$400,000 below DD Phase estimate.
- 19.07 K+K will contract Carl Holt at MVTV to review and plan their needs for the Town Hall IT/TV room.
- 19.08 All staff rooms to have:
- Undercounter refrigerator/freezer (no water connection)
 - Sink
 - Built in microwave
 - Main Staff Rm 109 to have full size fridge/freezer.
- 19.09 All drinking fountains will have filtered bottle water fillers.

