



KEENAN + KENNY ARCHITECTS, LTD.

**MEMO OF BUILDING COMMITTEE MEETING NO. 20**

FINAL DESIGN, BID AND CONSTRUCTION PHASE

PROJECT: Oak Bluffs New Town Hall  
DATE: Wednesday, November 15, 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	Karen Finley, THBC
Walter Vail, THBC	Steve Auerbach, THBC
Jason Balboni, THBC	John Lebica, DPI
Joan Hughes, THBC	Joe Sullivan, DPI
Jim Dearing, THBC	Antonia Kenny, K+K Architects
Colleen Morris, THBC	John Keenan, K+K Architects
Chuck Sullivan, THBC	

The following is a record of the above reference meeting:

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**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.
- 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.
- 14.01 Temporary Facilities:
- Moving furniture – Joe S. to discuss w/movers cost of items to move.
  - G&V need elec. load calcs. from trailers for Eversource.

- 18.01 Eversource design and cost estimate received and forwarded to owner and OPM.
- 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.
- 19.04 Temp. trailer RFP received only one bid which was over budget amount. To be rebid immediately, due in 4-5 weeks. **Proposals due Dec. 13, Bob W. to open and evaluate Dec. 15. Committee vote Dec. 20. Set up trailers by end of Jan '18, move Town Hall in February.**
- 19.12 John Lolley's proposal for sewer revisions approved. – **not-to-exceed \$5,500.**
- 19.13 Re-use existing exterior building sign. **Committee will review sign options, use composite materials.**
- 19.15 Need J. Lebica to report back on HazMat survey update.
- 19.16 K+K has requested design proposal for AV systems from Cavanaugh Tocci. **Proposal received and forwarded to Bob W. K+K to ask for revised scope/cost and review w/Carl Holt at MVTV.**

### **NEW BUSINESS**

- 20.01 Site Plan Review Nov. 9 at 5:00 PM: Planning Board issued list of Due Diligence items to be addressed at meeting today 11/15 at 5:00 PM at OBTH. Chairman of P.B. asked Liz Durfee to weigh in on stormwater for back lot. Liz, Joan and Steve contacted Richard Claytor of Horsley Witten to review Stormwater Management via Rain Gardens. Locate on Civil and Landscape Plans, engineering by R. Claytor. Bill McGrath will address individual concerns of P.B.
- 20.02 Colleen stated Special Permit for trailers was available. Chuck Sullivan will record at Court House.
- 20.03 Recycling Bins – K+K proposes smaller, coordinated bins for each floor. John Lebica will review w/Richie Combra re: building management.
- 20.04 Vineyard Transportation Authority: has established Bus Route, has stop at Library/OBTH. P.B. requests OBTH Committee contact VTA for input on drop-off.
- 20.05 Alice Ryan Butler will speak to all departments regarding purging of old documents to minimize moving requirements of materials in offices and storage areas.
- 20.06 Invoices reviewed by Daedalus, approved by Committee:  
 K+K: Reimbursable for Design Development Cost Estimate by RLB: \$8,140.00  
 K+K: Reimbursables for GGD (IT/Security), SB&H (survey) and John Lolley (site revisions and Temp. Trailer site) in the amount of \$10,233.30. Note: J. Lolley to be paid by DPW (\$577.50).  
 Daedalus: Design Phase Services 91.67% = \$5,000.
- 20.07 K+K to provide schedule for CD completion, CD review, and estimate (2 weeks), and CD estimate reconciliation (1 week).
- 20.08 Meetings will now be at 9:30 on Wednesdays. Next meeting will be on Wednesday, November 29, 2017 at 9:30 a.m. at Town Hall.

Submitted by:

John J. Keenan, 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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