



KEENAN + KENNY ARCHITECTS, LTD.

MEMO OF BUILDING COMMITTEE MEETING NO. 27

FINAL DESIGN, BID AND CONSTRUCTION PHASE

PROJECT: Oak Bluffs New Town Hall
DATE: Wednesday, January 31, 2018
LOCATION: Keenan + Kenny Architects, Ltd.
189 Main St.
Falmouth, MA 02540

ATTENDING:

Bob Whritenour, Town Admin.	Richard Toole, THBC
Bill McGrath, Chair, THBC	Colleen Morris, THBC
Steve Auerbach, THBC	John Lebica, DPI
Walter Vail, THBC	Joe Sullivan, DPI
Alice Butler, THBC	Antonia Kenny, K+K Architects
Joan Hughes, THBC	John Keenan, K+K Architects

The following is a record of the above referenced meeting:

OLD BUSINESS

14.01 Temporary Facilities: **Update from Joe Sullivan:**

- Moving furniture – Joe S. to discuss w/movers cost of items to move.
- Temp. trailers (6) are in Plainville, will be put together as one large unit.
- Mark from **Modulease** (trailer co.) will reconfigure layout and meet w/Bldg. Dept. (John Jones).
- Trailer Co. will provide adjacent trailer w/toilets. Provide cover from Temp. Offices.
- **Modulease is revising interiors and doing interior electrical work. Town will own meter, Eversource will supply power from School St. to a mast on the side of the trailer.**
- **Discussing buildout with Plan B., under Modulease contract.**
- **Town will service/pump out Toilet Trailer.**
- **Week of Feb. 16 - starting to ship.**
- **Need temporary bulletin board at temp facility.**

21.06 Town Offices materials to be eliminated. Shredding Date: Need new dates in February.

22.03 Bob W. noted Town could designate ten parking spaces at Town parking behind Church for G.C. use. Bob W. to review w/Richie Combra to designate. Note in Construction Documents.

22.06 Where will G.C. store excavated material - J. Lebica to ask Richie Combra.

23.05 J. Keenan reviewed acoustic consultant's recommendations, including acoustic panels in the Meeting Room. Committee wanted to add wiring as necessary for hearing aid users.

25.02 Eversource site meeting:

- A. New pole and transformer locations as discussed to be shown on new ES-1 by G&V for review by Eversource.
1. One pole on School St. relocated westerly. Pole shown at new Main Entrance terrace eliminated.
 2. One pole on Pacific Ave. may be relocated southerly. Bill McGrath to contract VTA. **VTA requests to move pole 5' - 10' southerly in line, max. Eversource will allow without charge.**

3. Transformer located to align w/west face of Library and not less than 18 ft. north of Library. Conflict w/Water manhole at proposed location requires moving transformer northerly.
 4. Add Alternate No. 1 stair work to be modified.
- 25.04 Liquidated Damages of \$1,000.00 per day is to be added to the Contract Requirements. **Done.**
- 25.05 Bid information, contract requirements will be revised to a Construction Time of 16 months or 480 calendar days. **Done.**
- 25.06 K+K to tighten spec for the Recycled V.G. fir flooring to avoid poor quality material. **Done.**
- 25.07 K+K expects 90% C.D. cost estimate on Jan. 31, 2018. **Feb. 5.**
- 25.08 W.B. Mason will be advised that elevator may not be used for furnishings delivery and/or setup. **Done. Furnishings estimate is within budget.**
- 25.10 Sewer Revisions & Construction:
- A. J. Lolley provided engineering plans for new sewer pump and piping layout.
 - B. Plans have been reviewed w/O.B. sewer dept. and approved.
 - C. A new pump is recommended w/existing pump to be stored.
 - D. J. Lebica will follow up w/O.B. sewer dept. and schedule permitting construction etc.
 - E. Farrissey, Inc. can be contracted for \$9,641.25 for all work except electrical.
 - F. K+K recommends the pump station tank be H2O rated.
 - G. Coordinate work with Library.
 - H. K+K to request G&V check Library electric panel for capacity to add E One Pump.
 - I. New pump for E One is approx. \$9,000. Jim M. at sewer Dept. would order. Committee voted to approve.
 - J. **Meeting Feb. 1 w/Jim Monteith, Farrissey, and J. Lolley for E One installation. Powers Elec. (under contract with Town) will look at Library panel to power pump.**
- 26.03 Travis Larsen to review: IT and Security, Wi-Fi and A.V.
Griffith & Vary: Comcast and MVTV need conduits. Also Verizon for State phone line. J. Sullivan notes these conduits will be from different pole. K+K recommends pole in parking island on School St. closest to Server Room. **Conduits revised to School St. pole, coordinate w/civil dwgs.**
- 26.04 Notifications Board at Entrance: Bill McGrath is researching. Travis notes display board needs to be registered with State.
- 26.06 New phone lines in Temps: need Comcast and Verizon (for state line)
- 26.07 Make space for Travis's server in temp. trailers.
- 26.08 Firelock vault: Request Hugh Smith at Firelock provide a proposal to remove, store, and reassemble their modular vault components. Committee agree that the Town would contract directly with Firelock. **Bob W. to write contract. John Lebica to follow up and move vault contents to Police vault.**
- 26.10 K+K did page by page review w/Dept. personnel:
- A. No card reader necessary at Secure Storage, lock only. **Done.**
 - B. Redo layout at Permitting - K+K to email plan to Meegan Lancaster. Provide dedicated space for Planning Board with office system panels. **Permitting Dept. requested removal of counter.**
 - C. Questions regarding access to building at night:
 - Can doors be left open? How do other meeting members get in? **Yes, Travis Larsen noted function can be programmed thru computer system.**
 - Move card readers on School St. and Lower Level exterior doors.
 - Is door to Bldg. Dept. from Conf. Room locked? **Yes.**
 - How do card swipes work?

NEW BUSINESS

- 27.01 New Schedule attached. Add 2 weeks for Redi Check review and change construction time from 14 to 16 months.
- 27.02 Joe S. notes there is a water pressure tank in existing Town Hall basement. Flow test confirmed water pressure - ask G&V to contact Kevin Johnson at Water Dept. w/any questions. **See Flow Test, Aug. 10, 2017, attached.**
- 27.03 Locate Weights & Measures Cabinet 6' x 2' x 6' tall in new Town Hall. To be stored during construction.
- 27.04 K+K to meet w/Travis Larsen and Bob W. re: IT, AV, and MVTV requirements.
- 27.05 Documents to be stored at Police Station vault or DPW. Long term storage may be in containers. Ask Firelock if vault sections and doors can be stored in a Pod.
- 27.06 Library shed - John Lebica to talk to Allyson Malik at library regarding moving shed for duration of construction.
- 27.07 Next meeting is on Friday, February 16, 2018 at the Town Hall at 9:30 a.m.

Submitted by:

John J. Keenan, R.A.

KEENAN + KENNY ARCHITECTS, LTD.

cc:	Bob Whritenour	Wayne Mattson	Joe Sullivan	John Lolley
	Bill McGrath (for distribution)	Tom Lee	John Lebica	

John Keenan

F.Y.I

From: John Lebica <jlebica@outlook.com>
Sent: Friday, September 1, 2017 11:40 AM
To: K andK
Subject: Fw: Flow test Results

ATTN: to
MTG MEMO #27

Sent from [Outlook](#)

From: JANICE <jmahoney_012@msn.com>
Sent: Thursday, August 10, 2017 11:59 AM
To: John Lebica
Subject: Flow test Results

Hi John,

Here is the hydrant flow info for the Town Hall

Static 59
Residual 50
Pitot 48
GPM 1150

Thanks,
Janice

From: John Lebica <jlebica@outlook.com>
Sent: Thursday, August 10, 2017 8:31 AM
To: JANICE
Subject: Re: Oak Bluffs Town Hall

Janice-I have yet to receive the results of this testing, was the work completed on July 20 as planned--John Lebica 508-789-0374

Sent from [Outlook](#)

From: JANICE <jmahoney_012@msn.com>
Sent: Monday, July 10, 2017 2:27:02 PM
To: jlebica@outlook.com
Subject: Oak Bluffs Town Hall

Hi John,