



KEENAN + KENNY ARCHITECTS, LTD.

**MEMO OF BUILDING COMMITTEE MEETING NO. 25**  
FINAL DESIGN, BID AND CONSTRUCTION PHASE

PROJECT: Oak Bluffs New Town Hall  
DATE: Wednesday, January 17, 2018  
LOCATION: Keenan + Kenny Architects, Ltd.  
189 Main St.  
Falmouth, MA 02540

ATTENDING:

Bob Whritenour, Town Admin	Colleen Morris, THBC
Bill McGrath, Chair, THBC	Richard Toole, THBC
Jason Balboni, THBC	Joe Sullivan, DPI
Gail Barmakian, THBC	John Lebica, DPI
Walter Vail, THBC	Wayne Mattson, Griffith & Vary
Jim Dearing, THBC	Steve DesRoches, Griffith & Vary
Alice Butler, THBC	John Lolley, Lolley P.E.
Karen Finley, THBC	Antonia Kenny, K+K Architects
Joan Hughes, THBC	John Keenan, K+K Architects

The following is a record of the above reference meeting:

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**OLD BUSINESS**

- 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.
- 14.01 Temporary Facilities:
- Moving furniture – Joe S. to discuss w/movers cost of items to move.
- 19.13 **Existing metal storage system (Bldg. Dept. plans, etc.). Mfr: King Information Systems. King should be contacted prior to demolition to disassemble and reassemble storage system in new Town Hall. System to be stored at DPW.**
- 21.06 Town Offices materials to be eliminated. Shredding Date: Need new dates in January.
- 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. Asked if there was a similar completed facility Committee could review. **Request Information.**
- 23.07 Tile samples were selected. Committee selected carpet samples at MacDonald's Rug & Carpet, emailed from Carl Lincoln. **Done.**
- 24.03 Site and Demolition Dwgs:
- make a list of salvageable items
  - **save granite steps for Owner (Add Alt #1)**
  - note type of wall material to be removed
  - note utilities to be disconnected by G.C.
  - note to protect existing sewer
  - Hazmat removal will be part of G.C. contract - expose exterior wall for mastic?
  - note to G.C. and demo contractor to verify all existing conditions in field

- 24.04 Wayne Mattson and Steve DesRoche from G&V reviewed the MEPFP drawings.
- HVAC and Fire Protection at Vault – Separate ducted HVAC system as Clean Agent FP system.
  - Sprinkler System
    - where is purge valve at exterior.
    - Remove wet heads at one entrance – all through wall dry heads
  - Noted that maintenance of all equipment will be required, warranties are dependent upon review of exterior lighting.
  - Add 2 bollards at east walk adjacent to stone wall.
  - **K+K has forwarded all comments to G&V.**
- 24.05 Eversource – **Pole will be moved. G&V to do new Elec. site plan for review by Eversource. See New Business.**
- 24.07 K+K will forward link to 90% Construction Drawings to all for review. **Done.**

### **NEW BUSINESS**

- 25.01 Motion to contract with Redi-Check for review of 90% CDs approved for (not-to-exceed) \$17,000.00 pending schedule impacts. K+K to forward info to them. **Done.**
- 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.
  3. Transformer located to align w/west face of Library and not less than 18 ft. north of Library.
  4. Add Alternate No. 1 stair work to be modified.
- 25.03 At next meeting (01/24/18) K+K will review the architectural plans, etc. for final approval.
- 25.04 Liquidated Damages of \$1,000.00 per day is to be added to the Contract Requirements.
- 25.05 Bid information, contract requirements will be revised to a Construction Time of 16 months or 480 calendar days.
- 25.06 K+K to tighten spec for the Recycled V.G. fir flooring to avoid poor quality material.
- 25.07 K+K expects 90% C.D. cost estimate on Jan. 31, 2018.
- 25.08 W.B. Mason will be advised that elevator may not be used for furnishings delivery and/or setup.
- 25.09 Joan will contact Klator for landscape estimate and final design.
- 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.
- 25.11 Next meeting is on Wednesday, January 24, 2018 at the Town Hall at 9:30 a.m.

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