



KEENAN + KENNY ARCHITECTS, LTD.

MEMO OF BUILDING COMMITTEE MEETING NO. 29

FINAL DESIGN, BID AND CONSTRUCTION PHASE

PROJECT: Oak Bluffs New Town Hall
DATE: Wednesday, February 28, 2018
LOCATION: Oak Bluffs Town Hall
56 School St.
Oak Bluffs, MA 02557

ATTENDING:

Bob Whritenour, Town Admin.	Richard Toole, THBC
Bill McGrath, Chair, THBC	Colleen Morris, THBC
Steve Auerbach, THBC	Jim Dearing, THBC
Jason Balboni, THBC	Marilyn Miller, THBC
Walter Vail, THBC	Joe Sullivan, DPI
Alice Butler, THBC	Antonia Kenny, K+K Architects
Joan Hughes, THBC	John Keenan, K+K Architects
Greg Coogan, B.O.S.	

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). **Revised layout approved. Plan B will locate trailers onsite.**
- Trailer Co. will provide adjacent trailer w/toilets. Provide cover from Temp. Offices. **Accessible toilets will be provided.**
- 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.
- Water line from Church.
- Ship date: 4-6 weeks, verify date for shipping of trailers. **Next Thurs-Fri (March 8-9). In New Bedford now.**
- Need temporary bulletin board at temp facility.

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

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. **Included in AV consultant recommendations.**

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.
- 25.10 Sewer Revisions & Construction: **See New Business.**
 - 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, Farrisey, and J. Lolley for E One installation. Powers Elec. (under contract with Town) will look at Library panel to power pump. John Lebica will follow up.
 - 26.04 Notifications Board at Entrance: Bill McGrath is researching. Travis notes display board needs to be registered with State.
 - 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. **Following discussion with Deb Anderson at the Attorney General's Office, the vault will be included in the General Bid Contract.**
 - 27.01 New Schedule attached. Add 2 weeks for Redi Check review and change construction time from 14 to 16 months. Schedule to be revised when Redicheck review is received. Bid period is 6 weeks and will begin when Redi Check comments have been incorporated. **See New Business.**
 - 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.
 - 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. K+K met with AV consultant Alex Bagnall from Cavanaugh Tocci, Travis Larsen, and Bob W. on Feb. 9 to review AV requirements. K+K received initial AV drawings for materials to be installed under GC contract and will forward them to Travis Larsen and Bill McGrath for review with MVTV. Extent of AV equipment outside of GC contract to be determined. K+K to request cost for infrastructure and identified items for Meeting Room to be in GC contract.
 - 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. **Vault doors require climate control.**
 - 27.06 Library shed - John Lebica to talk to Allyson Malik at library regarding moving shed for duration of construction.
 - 28.02 Two Construction Cost Estimates have been received from RLB and Daedalus and need to be reconciled. RLB and Daedalus are discussing. **Estimates are reconciled. Daedalus at \$8,006,410, RLB at \$7,752,840.**
 - 28.04 Joan Hughes noted John Lolley and Rich Klator have been discussing site revisions required by MVC. **Joan Hughes is discussing engineering for Rain Gardens with Rick Klator of Horsley Witten. K+K to contract J. Lolley re: calcs (J. Lolley notes calculations were provided to the Planning Board as part of Site Plan Review.)**
 - 28.05 Daedalus will handle Bid Doc distribution through Andrew T. Johnson.

NEW BUSINESS

- 29.01 K+K to contact G&V re: Eversource schedule for Temp Trailers and permanent power new plan.
- 29.02 AV specs need review by Travis Larsen and MVTV. AV infrastructure to be in bid spec.
- 29.03 Committee approved the following invoices for E-One.
 - \$9,822.00: Pump - ordered by Farrissey
 - \$1,277.50: Farrissey - excavation at Library.Pump will be installed and working by June 1st 2018.
- 26.04 Next meeting is on Wednesday, March 7, 2018 with Daedalus at the Town Hall at 9:30 a.m. for committee members. The following meeting is on March 14, 2018 with all at the Town Hall at 9:30 a.m.

Submitted by:

Antonia A. Kenny, R.A.

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