



KEENAN + KENNY ARCHITECTS, LTD.

MEMO OF BUILDING COMMITTEE MEETING NO. 30

FINAL DESIGN, BID AND CONSTRUCTION PHASE

PROJECT: Oak Bluffs New Town Hall
DATE: Wednesday, April 4, 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
Joan Hughes, THBC	John Lebica, DPI
Alice Butler, THBC	Antonia Kenny, K+K Architects
Travis Larsen, IT	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. **Movers on site April 16 to quantify.**
- Mark from Modulease (trailer co.) will reconfigure layout and meet w/Bldg. Dept. (John Jones). Revised layout approved. Plan B will locate trailers onsite. **Done.**
- 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. **Meeting with Brian Patch on April 9.**
- Town will service/pump out Toilet Trailer.
- Water line from Church.
- Need temporary bulletin board at temp facility.

21.06 Town Offices materials to be eliminated. Shredding Date: **April 20.**

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

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.

26.04 Notifications Board at Entrance: Bill McGrath is researching. Travis notes display board needs to be registered with State.

- 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. **John Lebica working w/DPW to clear out bay for archive storage. Outer area at Police Station vault may be used for documents requiring more access.**
- 27.06 Library shed - John Lebica to talk to Allyson Malik at library regarding moving shed for duration of construction.
- 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.)
- 29.01 K+K to contact G&V re: Eversource schedule for Temp Trailers and permanent power new plan. **John Lebica will contact Charles Tavares regarding power for the trailers and the New Town Hall change.**

NEW BUSINESS

- 30.01 There will be a walk-through for Bidders on April 5. Questions shall be submitted to K+K in writing for response by Addendum. Two Addendums have been issued, copies are with the Bid documents in Town Hall.
- 30.02 The project is currently out to bid, plans are available from Andrew T. Johnson; the list of Planholders is available on their website. Filed Sub-bids are due April 17 at 3:00 pm. General Bids are due May 1, at 3:00 pm.
- 30.03 K+K to resend AV, IT & Security materials - infrastructure and equipment - currently included in the General Contract. Meeting Room screen is included and the infrastructure but no other equipment (projector, speakers, microphones, etc.). Travis Larsen to review drawings and specifications to verify materials installed under the contract vs. Owner supplied. He has ordered a new phone system which will be installed at the trailers.
- 30.04 Farrissey will install E One pump at Library in the next 2 weeks.
- 30.05 Invoices approved:

OB CD 10	K+K (for Garcia Galuska DeSousa):	\$835.00
OB CD 11	K+K (for Rider Levett Bucknall):	\$8,360.00
OB CD 12	K+K (for Cavanaugh Tocci):	\$4,400.00
OB CD 13	K+K (for John Lolley, P.E., Temp. Trailers & Site Plan):	\$1,042.25
- 30.06 Town Hall will move in the last week of April (April 26 - May 15). Town Hall will be shut down Friday, May 18 thru Monday, May 21.
- 30.07 Next meeting is on Wednesday, April 18, 2018 with Daedalus, Bill McGrath, and Travis Larsen at the Town Hall at 9:30 a.m. to discuss the Town Hall move. The following meeting is on April 25, 2018 with all Committee members at the Town Hall at 9:30 a.m.

Submitted by:

Antonia A. Kenny, R.A.

KEENAN + KENNY ARCHITECTS, LTD.

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