



KEENAN + KENNY ARCHITECTS, LTD.

**MEMO OF BUILDING COMMITTEE MEETING NO. 24**

FINAL DESIGN, BID AND CONSTRUCTION PHASE

PROJECT: Oak Bluffs New Town Hall  
DATE: Wednesday, January 3, 2018  
LOCATION: Keenan + Kenny Architects, Ltd.  
189 Main St.  
Falmouth, MA 02540

ATTENDING:

Bill McGrath, Chair, THBC	Joe Sullivan, DPI
Walter Vail, THBC	Wayne Mattson, Griffith & Vary
Jim Dearing, THBC	Steve DesRoches, Griffith & Vary
Marilyn Miller, THBC	Antonia Kenny, K+K Architects
Steve Auerbach, 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 Re-use existing exterior building sign. Committee will review sign options, use composite materials.
- 21.06 Town Offices materials to be eliminated. Shredding Date: December 6, 2027, 9:30 AM. 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, put in Construction Documents.
- 22.04 Temp. trailer bids extended one week to Dec. 20 at 2:00 pm at Bob Writenour's office. Committee to open Non-Price Proposals only and rank. Bob W. to review on Dec. 28 and Comm. will open Price Proposals at 10:00 am and award contract. **Contract awarded.**
- 22.06 J. Lolley to provide cut and fill calcs. Where will G.C. store excavated material - ask Richie Combra.
- 23.01 Bill McGrath to contact Jessie for Town Easement for Eversource.
- 23.02 Bill McGrath reviewed Planning Board meeting Wednesday, Dec. 6 night. Noted final revisions were accepted by all parties. P.B. to meet Thursday Dec. 14 for final review and decision.
- 23.03 Temporary Facilities bids to be received Dec. 20. Questions asked, pumping of trailers will be done locally. C. Tavares needs Work Order for trailer (est. 200 amp service per trailer.) Need invoice from Eversource to send check. **Planning Board approved the plan with conditions.**
- 23.04 Front end documents given to Bob W., K+K to email. **Done.**
- 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.
- 23.07 Finishes Committee - decided no natural stone will be used at Lobby due to required maintenance. Committee selected some Porcelain Tiles for review. **Tile samples were selected. Committee selected carpet samples at MacDonald's Rug & Carpet, emailed from Carl Lincoln.**

- 23.08 J. Lebica noted to K+K that Chief Rose heard from the State Fire Marshall that he does not consider the building non-combustible (with the sprinkler system) so the vault will need to have a higher designated roof load. The vault mfr. also requested direction on types (if any) of fire suppression to be used in the vault area. J. Rose and the Town (Bob W. and Bill M.) to designate. **Clean Agent System was selected for the vault.**

### **NEW BUSINESS**

- 24.01 Members of the Bldg. Committee met at K+K offices to do a review of the 90% Construction Drawings.
- 24.02 Invoices from MVTV were approved in the amounts of \$105.00 and \$87.50.
- 24.03 Site Plans and Demolition Dwgs:
- make a list of salvageable items
  - 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
  - bike rack - double length for 18 bikes each
  - screen at HVAC equipment
- 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.
- 24.05 Eversource – G&V will set up a meeting with Eversource to review pole locations. One pole currently is centered on entry walk.
- 24.06 UPS for computers – confirm that it is provided by IT at Server Room. GGD to review Server Room layout with Travis Larsen.
- 24.07 K+K will forward link to 90% Construction Drawings to all for review.
- 24.08 Next Building Committee meeting will be on Wednesday, January 10, 2018 at 9:30 a.m. at the Town Hall, K+K need not attend.  
Following meeting is Wednesday, January 17, 2018 at the Town Hall at 11:00 a.m. (Eversource meeting on site on Wednesday, January 17, 2018 with engineer at 9:30 a.m.)

Submitted by:

Antonia A. Kenny, R.A.

KEENAN + KENNY ARCHITECTS, LTD.

cc: Bob Whritenour  
Bill McGrath (for distribution)

Wayne Mattson  
Tom Lee

Joe Sullivan  
John Lebica

John Lolley