



KEENAN + KENNY ARCHITECTS, LTD.

MEMO OF BUILDING COMMITTEE MEETING NO. 26

FINAL DESIGN, BID AND CONSTRUCTION PHASE

PROJECT: Oak Bluffs New Town Hall
DATE: Wednesday, January 24, 2018
LOCATION: Keenan + Kenny Architects, Ltd.
189 Main St.
Falmouth, MA 02540

ATTENDING:

Bill McGrath, Chair, THBC	Colleen Morris, THBC
Chuck Sullivan, THBC	Richard Toole, THBC
Jason Balboni, THBC	Megan Farrell, O.B. School
Marilyn Miller, THBC	Allyson Malik, O.B. Public Library
Walter Vail, THBC	Nancie Meekin, O.B. Bldg. Dept
Marilyn Miller, THBC	Travis Larsen, I.T.
Jim Dearing, THBC	Lorna Weld, B.O.H.
Alice Butler, THBC	John Lebica, DPI
Karen Finley, THBC	Joe Sullivan, DPI
David Bailey, Assessing	Antonia Kenny, K+K Architects
Kim Leaird, Planning Board	John Keenan, K+K Architects

The following is a record of the above referenced meeting:

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.
 - **Temp. trailers (6) are in Plainville, will be put together as one large unit.**
 - **Mark from FlexMod (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.**
- 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.

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.
- 25.03 At next meeting (01/24/18) K+K will review the architectural plans, etc. for final approval. **See New Business.**
- 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.
 - 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.**

NEW BUSINESS

- 26.01 Town Hall move expected mid-March. Bldg. Committee to notify Selectman, newspaper, notices. Alice books meeting rooms and will also notify.
- 26.02 Meegan Farrell noted O.B. School is looking forward to having a facilities manager for the Town to take care of public buildings.
- 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.
- 26.04 Notifications Board at Entrance: Bill McGrath is researching. Travis notes display board needs to be registered with State.
- 26.05 State needs one month notice if moving state computer in Clerk's office. Clerk to notify now.
- 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.
- 26.09 Committee voted to add Lightning Protection to the entire structure.
- 26.10 K+K did page by page review w/Dept. personnel:
- A. No card reader necessary at Secure Storage, lock only.
 - B. Redo layout at Permitting - K+K to email plan to Meegan Lancaster. Provide dedicated space for Planning Board with office system panels.
 - C. Questions regarding access to building at night:

- Can doors be left open? How do other meeting members get in?
- Move card readers on School St. and Lower Level exterior doors.
- Is door to Bldg. Dept. from Conf. Room locked?
- How do card swipes work?

26.11 Next meeting is on Wednesday, January 31, 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