



KEENAN + KENNY ARCHITECTS, LTD.

**MEMO OF BUILDING COMMITTEE MEETING NO. 28**

FINAL DESIGN, BID AND CONSTRUCTION PHASE

PROJECT: Oak Bluffs New Town Hall  
DATE: Friday, February 16, 2018  
LOCATION: Oak Bluffs Town Hall  
56 School St.  
Oak Bluffs, MA 02557

ATTENDING:

Bob Whritenour, Town Admin.  
Bill McGrath, Chair, THBC  
Steve Auerbach, THBC  
Jason Balboni, THBC  
Walter Vail, THBC  
Alice Butler, THBC  
Joan Hughes, THBC  
Greg Coogan, B.O.S.

Richard Toole, THBC  
Colleen Morris, THBC  
Jim Dearing, THBC  
Marilyn Miller, THBC  
Joe Sullivan, DPI  
Antonia Kenny, K+K Architects  
John Keenan, K+K Architects

The following is a record of the above referenced meeting:

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**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).
- Trailer Co. will provide adjacent trailer w/toilets. Provide cover from Temp. Offices.
- 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.**
- Need temporary bulletin board at temp facility.

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

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. VTA requests to move pole 5' - 10' southerly in line, max. Eversource will allow without charge.

- 25.10 Sewer Revisions & Construction:
- 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.
- 26.10 K+K did page by page review w/Dept. personnel:
- B. Redo layout at Permitting - K+K to email plan to Meegan Lancaster. Provide dedicated space for Planning Board with office system panels. Permitting Dept. requested removal of counter. **Counter removed, Permitting reconfigured.**
- 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.**
- 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.
- 27.06 Library shed - John Lebica to talk to Allyson Malik at library regarding moving shed for duration of construction.

### **NEW BUSINESS**

- 28.01 Invoices approved and voted by Committee:
- Modulease advance payment: \$102,400.00
  - K+K - 100% CDs: \$22,571.60 (RediCheck to be incorporated)
  - K+K - Reimbursable, Lolley, P.E. Sewer Calcs, E One pump install: \$5,200.00
  - Daedalus - close-out Design Phase: \$8,000.00
  - K+K - Reimb. J. Lolley, Temp Trailer 2BA \$680.00
- 28.02 Two Construction Cost Estimates have been received from RLB and Daedalus and need to be reconciled. RLB and Daedalus are discussing.
- 28.03 To inform the Town regarding the Town Hall move and Meeting Room relocation, Daedalus will provide a newspaper article for Town information. The website has been updated. Bldg. Comm. members and Bob W. will mention the move at upcoming meetings.
- 28.04 Joan Hughes noted John Lolley and Rich Klator have been discussing site revisions required by MVC.
- 28.05 Daedalus will handle Bid Doc distribution through Andrew T. Johnson.

28.06 Next meeting is on Wednesday, February 21, 2018 at the Town Hall at 9:30 a.m. for committee members. The following meeting is on February 28, 2018 at the Town Hall at 9:30 a.m. for all.

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