



KEENAN + KENNY ARCHITECTS, LTD.

**MEMO OF BUILDING COMMITTEE MEETING NO. 31**

FINAL DESIGN, BID AND CONSTRUCTION PHASE

PROJECT: Oak Bluffs New Town Hall  
DATE: Wednesday, May 3, 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
Karen Finley, THBC	Jim Dearing, THBC
Jason Balboni, THBC	Marilyn Miller, THBC
Walter Vail, THBC	Joe Sullivan, DPI
Joan Hughes, THBC	John Keenan, K+K Architects
Alice Butler, THBC	Antonia Kenny, 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. Movers on site April 16 to quantify. **Sterling - movers. 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. **Plan approved.**
- Town will service/pump out Toilet Trailer.
- Water line from Church. **To be installed Friday, May 4.**
- Need temporary bulletin board at temp facility. **Need signage and counter for Tax Collector.**

21.06 Town Offices materials to be eliminated. Shredding Date: **Need new date.**

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. **Done. Check for Eversource in the amount of \$91,300 approved.**
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.

27.05 Documents to be stored at Police Station vault or DPW. Long term storage may be in containers. 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. **Need approved location to move to.**
- 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. **R. Klator has given rain garden drainage requirements to J. Lolley.**
- 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. **Done.**
- 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. **Done - need As-Builts for connections/location and written acceptance from J. Montieth, OB Sewer Dept.**
- 30.06 Town Hall will move **May 29.**

**NEW BUSINESS**

- 31.01 Parking at Temp. Facilities:
  - behind Church is Church and OBTH Employee parking.
  - 40 spaces at rear are rented by the Town for summer months.
  - Behind trailers available for construction parking.
  - No heavy trucks on leach field. **Show/outline field on site.**
- 31.02 Propose to lease trailer from Town to G.C. for credit. Fire Dept. to pay removal.
- 31.03 Invoices approved:
  - Andrew T. Johnson: \$106.57
  - Daedalus close-out: \$8,000.00
- 31.04 K+K reviewed status of bids: Filed Sub-bids were received April 17. Two sections - no bids, G.C. to carry an amount and include that work in their scope, subcontractor subject to Owner's approval. Three sections - scope was revised, G.C.s to carry an amount for their work and bids will be solicited after the General Bid opening. Revisions include: change porcelain tile floors at Lower Level and vestibules to LVT; no painting of lower Basement walls, ceiling or door; and removal of Technology and Security System work from General Contract.
- 31.05 General Bids due at OBTH on Wednesday, May 16 at 2:00 PM. Notify GCs that mail services need an extra day.
- 30.06 Next meeting is on Wednesday, May 16, at 3:00 pm to discuss the General Bids due at 2:00 pm.

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	