

MEMO OF BUILDING COMMITTEE MEETING NO. 65 REVISED

CONSTRUCTION PHASE

PROJECT: Chilmark Firehouse and EMS Headquarters
DATE: July 07, 2023
LOCATION: Chilmark Town Hall - Virtual
ATTENDING: Bill Rossi, Chairman
Tim Rich
Chief Ben Retmier (arrived late)
Chief Jeremy Bradshaw, Fire
Tim Carrol, Town Administrator
Alison Kisselgof
Clark Goff
Tom Shevory, DBJKS
Kristin Golden, DBJKS
Michael Owen, CHA
Aditya Modi, CHA
Jerry Thiboutot, K+K Architects

The following is a record of the above-referenced meeting.

Discussion:

1. Meeting called to Order.
2. Bill noted that a quorum was present.
3. Meeting Minutes **No. 64 (revised)** reviewed and approved.
4. Chairperson Update (Bill Rossi)
 - a. No update provided at this time.
5. K+K update: K+K on site for Punch Lists
 - a. No update provided at this time.
6. CHA update:
 - a. Budget update from CHA, please see attachment.
 - b. Mike discussed reconciliation of the budget along with early studies and all invoices available to date have been reviewed and included in the updated numbers.
 - c. Adi then walked through the budget. New line item was added for the Early Feasibility Study needed. Approximately \$72,000 still available (see attached CHA presentation).
 - d. Change Order Summary reviewed, what was approved last week and what the PCO Log shows for CO #12, total \$27,115.88, Mike reviewed the PCO Log.
 - e. After approving Change Orders noted, there will be approximately \$45,000 left in contingency monies.
 - f. Tom S. said there could be some cost savings on one of the PCO's.
 - g. Tim C noted that Ron Burson stated that his costs were separate from this project, they fall under Town Hall expenses. Tim C noted there should be monies from this project to pay for this expense. Mike noted the budget was \$165,000 for I.T. Mike to discuss with

- Ron Burson. Mike noted there isn't an additional \$20,000 for I.T. and that he noted to Ron previously that a \$10,000 invoice was for Town Hall and not this project.
- h. The PCO Log still shows the Floor Coating Revisions, COR No 48R2, which will not be completed during this project.
 - i. Tom S was asked about the PCO Log and if there are any changes.
 - j. It was noted that there are three invoices outstanding for the Town to pay Ron Burson, it was discussed if they were for this project or for other Town projects. Adi and Alison to discuss outstanding invoices after this meeting is concluded.
 - k. Need authorization and approval for CO #12 total \$23,927.90; Tim Rich asked for an in-person meeting to discuss.
 - l. Outstanding items discussed and shared on a CHA slide, see CHA presentation. Approximately \$45,000 remains after CO #12 is voted on if approved. See CHA presentation for actual costs. Some of the costs in presentation were noted as not being final numbers yet, for example gear locker installation not included.
 - m. There was a discussion about removing the Town Hall Ramp Repairs and moving that funding to a different Town account; it was decided that it will not be included in this project and the Town will handle this expense separately.
 - n. Tim R asked what the RFI 92 for \$19,220.56 was for. Tom S provided explanation regarding work needing power supplied to it; questions were directed to design team not including information in project documents and that time and expenses have been documented by EC and DBJKS, cost included resetting the fire alarm system after additional electrical work was completed. It was noted that this was an add to the project and was not included in the design documents but as Mike noted, the Town is responsible for the cost to meet code requirements. Tim R noted he was not ready to vote on today's CO #12 at this time.
 - o. Bill Rossi asked about the Guard rail costs, CHA noted that the cost was included in CO #10.
 - p. Bill R asked Mike O if there were any other costs not accounted for, Mike noted he has looked for any other monies and this is all the committee has left. Tom S noted that the H.C. signs cost will be less by about \$1,000.
 - q. Chief Bradshaw asked if there are any additional expenses due to wash-out at stair near boardwalk. It was discussed that repairs recommended by VLSE may be something that needs to be done later. It was further discussed that perhaps a Cape Cod berm could be installed now and then later take additional measures recommended. Bill noted this will have to be dealt with eventually. Tom S noted flowable fill placed is a cost they are tracking. Tim C asked Tom S to send him information and he might have another solution for the berm.
 - r. It was noted by a committee member that the app bay floor coatings should be removed from PCO Log.
 - s. Mike O asked Tom S to provide updated numbers regarding any outstanding expenses asap, however it was noted that the Oxygen installation cost at EMS HQ's is still not clear as there is a lot to consider for a proper installation.
 - t. Mike O noted that there is about \$24,000 that requires action today but is still working out the other numbers / costs at this point (see CHA presentation for costs).
 - u. Mike further noted that he would be happy to walk through the line items with Tim R. Tim noted that he would like to see a breakout of costs / monies that should have been accounted for in the design. He does not believe the taxpayers should be responsible for monies that should have been included in the design and is looking for error and

- omissions costs on this project. Bill R noted he is interested in getting the project done and not using up all the contingency and further noted that he would be happy to review all the costs and how things worked out on this project at a later date in more detail.
- v. Chief Bradshaw made a motion to approve Change Order 12. Bill seconded the motion. Each Change Order request was shared online for all to see. Chief Retmier arrived and asked for some clarification of total monies available.
 - i. Tom S and Mike O reviewed COR 061, Fire Pump Room Power and Alarms. Tim R asked if this information had been included in the original Bid Documents. Bill R noted that the goal is to get through the project and work out things as best as possible at this time. Chief Bradshaw noted that there was a lot of extra work added to this project, some things required by the inspector. Further discussion took place between the committee members.
 - ii. Bill R noted there was a motion made and seconded and asked to move to a vote, Bradshaw, yes, Retmier, yes, Rich, yes, Rossi, yes. Motion passed unanimously.
7. DBJKS Update:
- a. No update provided at this time.
8. There was a question about meeting in person Monday afternoon to review the budget, Alison noted that a meeting couldn't be any earlier than Tuesday by about 11:45 am (which was the approx. time during this meeting of her comment). It was discussed having a meeting on Tuesday afternoon. Adi asked for Wednesday at 9am; it was noted that the ribbon ceremony is at 10am on that day. It was noted Committee needs 48 hour posting. It was suggested to move the ribbon cutting ceremony to ensure the final numbers are understood prior to closing out this project.
- a. Mike noted the finances have no bearing on the ribbon cutting ceremony. Mike further noted that if legal action is to take place regarding issues with design drawings and cost overruns it will need to be a much more in-depth conversation.
 - b. Bill R noted the ribbon cutting ceremony is for occupancy, but the project will not be fully completed.
 - c. Chief Bradshaw noted the Fire Department is planning on moving in with the Occupancy signed off next week.
 - d. Mike O noted that if there are any financial resolutions that need to happen in some cases it can take years to resolve. Mike also noted that he wants all Committee members to be able to voice their opinions and concerns and feels that being able to increase the contingency during construction which this project was able to do, most times you need to go back to the voters to approve more money. Mike O doesn't believe in postponing the ribbon cutting ceremony, he explained that it had already been postponed a couple of times, he said that this is a successful project, and it would send a bad message to the community if there was another postponement.
 - e. Bill R agreed with Mike, noting that if potential litigation needs to be discussed then that discussion could be done so after the ceremony.
 - f. It was further discussed that perhaps the committee enter an executive session to fully discuss the items in question at an appropriate date and time, as suggested by Mike O. Bill R agreed, it should be done in executive session particularly if there is discussion about errors and omissions. This would be just the committee. Rules for an executive session were discussed, Tim C noted that it is whomever Bill R would like to invite to attend. It was agreed to have that meeting in person.
 - g. It was discussed to have a close out meeting. Maybe Wednesday afternoon or Thursday morning.

- h. It was agreed to keep the ribbon cutting ceremony on Wednesday.
 - i. No meeting will take place this coming Tuesday.
 - j. A meeting will be scheduled and posted, time and date to be determined.
9. Open house for the project will be from 10am to 1 pm on Wednesday July 12th, ribbon cutting times and days events were discussed; Mike O was asked based on his experience how should the day's events unfold, Mike explained that there should first be a ribbon cutting ceremony and then photo ops. Mike suggested starting the ceremony in Town Hall parking lot and then walking up to the EMS HQ's and have a second cutting ceremony there, he suggested cutting individual ribbons at each building. It was noted that the Tri-Town leaders will be at the ceremony to participate in the event. The final suggestion and agreed upon times were as follows: 10:15am cutting at the Fire Station and 10:30am at the EMS HQ's. Mike suggested that until both buildings have ceremonies don't open buildings to the public. Mike also asked if both organizations could have people on site and available to greet the public and answer questions.
 10. A motion was made and seconded to remove the line in the PCO Log, COR NO. 48R Floor Coating Revisions, item for epoxy flooring at both App Bays, the motion was approved by all (the attached CHA presentation has this line item removed).
 11. Tim Carol asked if an activity could happen on site prior to handover of the buildings, Bill Rossi said he didn't think so (this question was discussed at the very beginning of this meeting).
 12. Motion made and voted to adjourn the meeting ended at approx. 12:10pm.

Submitted by:

Jerry B. Thiboutot

KEENAN + KENNY ARCHITECTS, LTD.