

## MEMO OF MEETING NO. 23

### ARCHITECT CONSTRUCTION DOCUMENTS PHASE

PROJECT: Chilmark Firehouse and EMS Headquarters  
DATE: July 20, 2021  
LOCATION: Zoom

ATTENDING: Tim Carroll, Town Administrator  
Bill Rossi, Bldg. Committee Chairman  
Chief Jeremy Bradshaw, Fire Dept.  
Chief Ben Retmier, EMS  
Tim Rich  
Warren Doty  
Reid Silva, VLSE  
Amanda Sawyer, OPM, CHA Companies  
Jerry Thiboutot, K+K Architects  
Antonia Kenny, K+K Architects  
John Keenan, K+K Architects

The following is a record of the above referenced meeting.

---

### OLD BUSINESS

- 21.02 Reviewed CHA and KKA agenda memos for this meeting:
  - A. Review list of confirmation wells, propane tanks, environmental and geotech information.
  - C. A separate meeting w/the Landscape Architect and Committee will be scheduled.
- 21.03 Contract documents for bidding such as Bid Forms, etc., Owner-Contractor Agreement, Front End, etc. will be reviewed w/Amanda and Tim outside of the committee format.
- 21.08 Reviewed proposed new locations for generators, transformer, AC equipment, P.G. tanks.
- 22.01 Reid has filed N.O.I. with ConComm last week, hearing scheduled for Tuesday, July 20.
- 22.02 ZBA application waiting for answers from Building Dept., Lenny was contacted during the meeting and stated the EMS HQ needs only a Bldg. permit, no Special permit.
  - A. Reid will file, possible meeting/hearing in August.
- 22.03 K+K is proposing one generator for both buildings to be located on EMS site near lower end of new parking area. New generator is to be 250 KW, size 7'-9" W. x 9'-3" H. x 18'-3" L. and on a 12" thick concrete pad approximately 9' x 20'.
  - A. Size, location, and ability of 1 propane tank for both buildings under review by G&V. Tim C. noted new U.G. tanks now have 3ft high apparatus above grade.
- 22.04 Town Hall well system, controls, etc. will supply the new station. New line to be connected at pump tank, etc. in Town Hall.
- 22.06 Installation of PG tank on Town Hall site is not approved at this time.
- 22.07 K+K and VLSE will review and provide staging and security site plan for fencing, drop-zones, trailers, and contractor parking. The new overflow lot will probably be required to be constructed first to provide needed construction phase requirements; this can be made a requirement for GC's schedule.
- 22.08 Geotech info:

- A. Recommendations for construction is to be provided by VLSE, possibly with input from Kent Healy, P.E. (island engineer), to be included in the site work specifications for foundations, slabs, soils, fill, etc. Pavement base prep should also be included.
- B. A description of the minimum requirements for dewatering will be needed also, possibly supplied by VLSE and K. Healy.
- C. VLSE will provide a Unit Price for clay excavation and off-island disposal to be provided for the G.C.'s bids. Unit price should be based on one cu. yd. of clay.

## **NEW BUSINESS**

- 23.01 ConComm hearing today, project scheduled for 9:10 a.m. Bill R. and Reid S. attended. Concerns:
  - A. ConComm concern for washdown detergent, etc. Chief will propose marine grade product.
  - B. Only a concern at Fire Station, most washing done at N. Station.
  - C. Elevated boardwalk, can it be lower or on-grade? K+K says it should still be constructed as originally proposed. Looked at SK for walk layout using existing opening in stone wall.
  - D. Discussion of boulder size, height of removal.
- 23.02 IT/Security, Amanda has proposal request for consultant.
- 23.03 Propane tank for Fire Station not resolved. Use of existing T.H. tank to be revisited w/engineers.
- 23.04 Work in Town Hall for water, pump piping, IT/Security by Town discussed. Tim noted a lot of it is already in place. K+K suggested an accurate existing conditions plan be provided.
- 23.05 Reducing L.O.W. at EMS site and scope of sitework discussed – not resolved.
  - A. Distance from Station/T.H. to chargers questioned (500 ft. max?)
  - B. Breakout of costs difficult w/many overlapping utilities, etc.
- 23.06 K+K, Amanda, and Reid coordinating almost daily on site relocated issues and components.
- 23.07 Schedule for ConComm review completion T.B.D.
- 23.08 K+K has had several review/coordination meetings w/all engineering consultants. All work progressing to Aug. 2<sup>nd</sup> submittal of 30% CDs. Note: August 1<sup>st</sup> is a Sunday so we are using the 2<sup>nd</sup> as the new date.
- 23.09 Next Meeting: T.B.D.  
K+K suggests in person meeting at Town Hall on or about Thursday, July 29, 2021 at 9:00 a.m.

Submitted by:

John J. Keenan, R.A.  
KEENAN + KENNY ARCHITECTS, LTD.

CC: Bill Rossi, Amanda Sawyer