

## MEMO OF MEETING NO. 22

### ARCHITECT CONSTRUCTION DOCUMENTS PHASE

PROJECT: Chilmark Firehouse and EMS Headquarters  
DATE: July 2, 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.

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### **OLD BUSINESS**

- 21.02 Reviewed CHA and KKA agenda memos for this meeting:
  - A. Review list of confirmations wells, propane tanks, environmental and geotech information.
  - C. A separate meeting w/the Landscape Architect and Committee will be scheduled.
    - Stairs to be concrete.
- 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.

### **NEW BUSINESS**

- 22.01 Reid has filed N.O.I. with ConComm last week, hearing scheduled for Tuesday, July 20.
  - A. Storm water management brief submitted, may be peer-reviewed by L.E.C.
  - B. Warren Doty reviewed and commented on the N.O.I. submittal.
- 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'. Reid needs new location by July 20 to amend ConComm site plan, unit will be in Buffer Zone.
  - 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.
- 22.05 Well system for EMS not finalized for one or two wells. K+K and Committee will recommend Town install new well prior to bidding to assure its capability.
- A. Fire protection tank does not require separate well as it is fed thru building at F.P. Room. It also has a F.D.C. for filing and firefighting.
- 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. Additional soils analysis, etc. will not be necessary.
  - D. D. 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.
- 22.09 Next Meeting: 8:30 a.m., Tuesday, July 20, 2021 via Zoom.

Submitted by:

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

CC: Bill Rossi, Amanda Sawyer