

MEMO OF MEETING NO. 21

ARCHITECT CONSTRUCTION DOCUMENTS PHASE

PROJECT: Chilmark Firehouse and EMS Headquarters
DATE: June 21, 2021
LOCATION: Zoom

ATTENDING: Tim Carroll, Town Administrator
Bill Rossi, Bldg. Committee Chairman
Chief Jeremy Bradshaw, Fire Dept.
Chief Ben Retmier, EMS
Tim Rich
Clark Goff
Warren Doty
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.

NEW BUSINESS

- 21.01 Revised final project schedule and invoicing phases dated June 10, 2021, approved.
- 21.02 Reviewed CHA and KKA agenda memos for this meeting:
 - A. Review list of confirmations requested, i.e. wells, propane tanks, L.A. details, environmental and geotech information. See KKA, June 10 list.
 - B. Amanda S. and Bill R. will discuss all with VLS. Amanda will contact Reid for phone meeting as soon as possible.
 - **Call to be 11:00 a.m., Tuesday, June 22.**
 - C. A separate meeting w/the Landscape Architect and Committee will be scheduled.
 - Stone walls, stairs (wood or concrete), plantings, to be reviewed.
 - Landscaping for projects should be kept in full G.C. contract.
- 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.
 - Spec Division 2 by VLS. KKA to send Division 1 to Tim Carroll and Amanda for their review.
- 21.04 Preliminary DD, Cost Estimate Review suggest some prices may be going down, too early to analyze. KKA and CHA will be providing 90% CD Estimate.
- 21.05 Abatement cost to remain as originally proposed, J.B. will follow-up.
- 21.06 Amanda S. will review water and propane questions w/committee and VLS concerning Town Hall Station interface.
- 21.07 Boardwalk to be in Fire Station contract (not in EMS).

- 21.08 Reviewed proposed new locations for generators, transformer, AC equipment, P.G. tanks.
- 21.09 KKA expressed their concerns for Con. Comm, environmental reviews/permits and geotech. All to be discussed with VLS.
- 21.10 Budget and all costs cannot be more than appropriated. "We will not be going back to the Town."
- 21.11 Next Meeting: 8:30 a.m., Monday, June 28, 2021 via Zoom.

Submitted by:

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

CC: Bill Rossi, Amanda Sawyer