

MEMO OF MEETING NO. 20

ARCHITECT CONSTRUCTION DOCUMENTS PHASE

PROJECT: Chilmark Firehouse and EMS Headquarters
DATE: June 7, 2021
LOCATION: Zoom

ATTENDING: Tim Carroll, Town Administrator
Bill Rossi, Bldg. Committee Chairman
Chief Jeremy Bradshaw, Fire Dept.
Melanie Becker, Town Treasurer
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. Note: Meeting is the first since Town Meeting approval to continue both projects on May 24, 2021.

NEW BUSINESS

- 20.01 CHA will review DD estimate for possible cost increases since submitted, Dec. 16, 2020.
- 20.02 VLS is working on permitting info and required filings this week.
- 20.03 CHA and K+K will prepare project schedule for CD completion, 90% CD estimate and Bid Phase, also invoicing amounts and dates.
- 20.04 K+K Invoice No. 10, final DD phase payment: \$10,500.00, approved.
- 20.05 Melanie Becker, Town Treasurer, asked for schedule to bidding for bond borrowing, etc. K+K and CHA will provide this by June 14, 2021.
- 20.06 Chief Bradshaw noted that he is starting clean-out, etc. to vacate station by the end of August. Asbestos and other Hazmat remediation cost to be reviewed by CHA. Chief will request 3 bids, time-frame: block 2 weeks.
- 20.07 Demolition as a separate subcontract by Town discussed. K+K advised for demo to wait until bids are received. House and shed at 399 Middle Road may be removed (salvaged) by others. Tim C. will be pursuing this.
- 20.08 K+K inquired about separate demolition permit and required approvals, etc., i.e. ConComm Orders of Conditions. Bill Rossi and CHA propose hearing schedule for July. Additional required information for ZBA to be prepared by VLS.
- 20.09 K+K has not yet started their consultants for CDs. Now that the process has formally restarted the consultants will be asked about their schedules and availability.
- 20.10 Tim Carroll requested time frame for bid advertising, possibly this Fall. An effort will be made to enlist Island contractors for construction; seminar will be scheduled for this purpose. Breaking out the Landscaping package to Town subcontract was discussed. TBD, estimated cost requested by Bill R.

20.11 Selectmen suggested weekly committee meetings. Warren Doty will be liaison w/Town and VLS.
20.11 Next Meeting: 8:30 a.m., Monday, June 21, 2021 via Zoom.

Submitted by:

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

CC: Bill Rossi, Amanda Sawyer, Joe Sullivan