

MEMO OF MEETING NO. 25

ARCHITECT CONSTRUCTION DOCUMENTS PHASE

PROJECT: Chilmark Firehouse and EMS Headquarters
DATE: August 13, 2021
LOCATION: Zoom

ATTENDING: Bill Rossi, Bldg. Committee Chairman
Chief Jeremy Bradshaw, Fire Dept.
Clark Goff
Alison Kisselgofs
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 confirmations requested, i.e. wells, propane tanks, L.A. details, environmental and geotech information. See KKA, June 10 list.
 - 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.
- 22.02 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.
- 22.04 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.
- 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.
- 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?) – wire size (GA) increased as per distance.
 - B. Breakout of costs difficult w/many overlapping utilities, etc.
- 24.02 60% Submittal: Pause on Fire Station, Continue work on EMS HQ.
- 24.05 ZBA scheduled for Aug. 25th. Maybe continued until ConComm approves, TBD.

NEW BUSINESS

- 25.01 All present reviewed ConComm summary from Reid S.
- A. K+K and VLSE will coordinate AutoCad site plans to determine actual allowable dimensions for Station relocation.
 - B. Revised Site Plan from K+K sent to Reid for his use and verification.
 - C. K+K revised Station floor plan moving IT, Electrical, and Emer. Electric rooms and it has been forwarded to Reid and Amanda/Committee.
 - D. Alison will send ConComm Zoom link to Committee.
 - E. Next ConComm hearing, Tuesday, Aug. 24.
- 25.02 New station will require Special Permit from ZBA. Existing station noted as “pre-existing, non-conforming”.
- 25.03 IT/Security, Ron Burson to schedule review meetings w/chiefs, Amanda will coordinate.
- 25.04 K+K requested review and direction for several previously noted items.
- A. Amanda has started most of these requests.
- 25.05 K+K has requested proposal from G&V for existing M.E.P. conditions at Town Hall.
- 25.06 Need final, final decision of using Town Hall propane tank for new Station.
- A. Tank at Town Hall for the emergency generator only.
- 25.07 Chief Bradshaw will forward IT info received from Tim C. to Amanda and K+K.
- 25.08 Next meeting (TBD).

Submitted by:

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

CC: Bill Rossi, Amanda Sawyer