

## MEMO OF MEETING NO. 27

### ARCHITECT CONSTRUCTION DOCUMENTS PHASE

PROJECT: Chilmark Firehouse and EMS Headquarters  
DATE: September 8, 2021  
LOCATION: Zoom  
ATTENDING: Bill Rossi, Bldg. Committee Chairman  
Chief Jeremy Bradshaw, Fire Dept.  
Clark Goff  
Alison Kisselgofs  
Reid Silva, VLSE  
Chief Ben Retmier, EMS  
Tim Rich  
Amanda Sawyer, OPM, CHA Companies  
Jerry Thiboutot, 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 A separate meeting w/the Landscape Architect and Committee will be scheduled in **next two weeks**.
- 21.08 New locations for generators, transformer, AC equipment, P.G. tanks. – **Completed & approved.**
- 22.02 ZBA application.
  - A. Hearing August 26, 2021. **Can we receive written decision for file?**
- 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.
- 22.07 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.
- 23.04 Work in Town Hall for water, pump piping, IT/Security by Town. K+K requested an accurate existing conditions plan be provided. **G&V is providing proposal for survey.**
- 25.02 New station will require Special Permit from ZBA. Existing station noted as "pre-existing, non-conforming". **See Meeting Memo, para. 22.02.**
- 25.03 IT/Security, Ron Burson to schedule review meetings w/chiefs, Amanda will coordinate.
- 25.07 Chief Bradshaw will forward IT info received from Tim C. to Amanda and K+K.
- 26.01 Site Plans:
  - A. Need permanent benchmarks.
  - B. Need building/site dimensions – locate
- 26.02 Demolition for all items except EMS site house will be under Gen. Contract. Including below grade items such as septic system components, foundations, piping, etc.

- 26.03 Need proposal/review of costing Division of Work separated for Fire Station and EMS HQ. **K+K will present preliminary scope for next meeting.**
- 26.04 K+K and TLS will provide new design for Station site and parking as per ConComm approval orders. **Completed.**

### **NEW BUSINESS**

- 27.01 Revised Schedule, August 24, 2021, approved.
- 27.02 Bidding climate discussed. Amanda will review on-going projects on Island to find out which GCs are bidding or under construction.
- 27.03 Meeting Memo Paras 21.02, 22.00, 23.04, resolved.
- 27.04 EV charging stations.
- A. All initially proposed stations will be at the Upper Lot. Provisions will be included for future stations, infrastructure such as conduit and wire. Plan on 6 future stations for a total of 10. Signage needed for duration of charging, etc.
  - B. Type of charging system, quick or trickle.
- 27.05 Handicapped parking at Town Hall, label one space at Fire Station side of Island.
- 27.06 Final parking lot revisions approved. Possibly sign 3 spaces along Middle Road as compact cars only.
- 27.07 Final overall site layout and design, including boardwalk, approved. TL Studio will detail boardwalk. Minor revisions to EMS HQ entrance drive, widened to 24 ft, approved.
- 27.08 Reid S. listed items he will be providing to K+K.:
- A. Civil specifications: may be contracted to Architx, Amanda has contacted Architx.
  - B. Septic/sewer plans and details.
  - C. Civil site plans and details.
  - D. Geotech info and earthwork guidelines to be determined.
  - E. Need fee estimate for civil spec consultant.
- 27.09 Specifications for sitework usually include State Building Code mandated testing protocols, etc. Other divisions such as concrete, steel welding, etc. also require testing. An independent testing co. will be paid for and provided by the Town, normal procedure.
- 27.10 Additional funding proposals may be brought to Town Meeting in November.
- 27.11 Clerk of the Works:
- A. Amanda has spoken w/3 candidates, TBD.
- 27.12 K+K will review and submit preliminary division and submit preliminary division of work scopes for bidding and construction costs.
- A. K+K will present review documents to D. Anderson at Mass DOG for opinion and trouble shooting.
  - B. Bonds for full project will be by Town.
- 27.13 Next meeting at Sept. 15, 2021 at 10:00 a.m.

Next meeting (TBD).

Submitted by:

John J. Keenan, R.A.

KEENAN + KENNY ARCHITECTS, LTD.

CC: Bill Rossi, Amanda Sawyer