

## MEMO OF MEETING NO. 28 - REVISED

### ARCHITECT CONSTRUCTION DOCUMENTS PHASE

PROJECT: Chilmark Firehouse and EMS Headquarters  
DATE: September 15, 2021  
LOCATION: Zoom  
ATTENDING: Bill Rossi, Bldg. Committee Chairman  
Chief Jeremy Bradshaw, Fire Dept.  
Tim Carroll, Town Administrator  
Clark Goff  
Alison Kisselgofs  
Warren Doty  
Reid Silva, VLSE  
Chief Ben Retmier, EMS  
Tim Rich  
Amanda Sawyer, OPM, CHA Companies  
Antonia Kenny, K+K Architects  
Jerry Thiboutot, K+K Architects  
John Keenan, K+K Architects

The following is a record of the above referenced meeting.

---

### OLD BUSINESS

- 22.02 ZBA application.
  - A. Hearing August 26, 2021. **Has hearing been held?** 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 proposal in the amount of \$7,000.00 was approved at the Sept. 15<sup>th</sup> meeting to go to Select Board for approval.**
- 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: **All by G.C.**
- 27.02 Bidding climate discussed. Amanda will review on-going projects on Island to find out which GCs are bidding or under construction.
- 27.04 EV charging stations - Type of charging system, quick or trickle: **T.B.D.**
- 27.07 Final overall site layout and design, including boardwalk, approved. TL Studio will detail boardwalk.
- 27.08 Reid S. listed items he will be providing to K+K.:
  - A. Civil specifications: **By CHA.**
  - B. Geotech info and earthwork guidelines to be determined.
- 27.10 Additional funding proposals may be brought to Town Meeting in November.
- 27.11 Clerk of the Works:
  - A. CHA is considering candidates.
- 27.12 K+K will review and submit preliminary division and submit preliminary division of work scopes for bidding and construction costs. **Done.**
  - A. K+K will present review documents to D. Anderson at Mass DOG for opinion and troubleshooting.

#### **NEW BUSINESS**

- 28.01 CHA will provide Civil Division specifications. Fee approved: \$5,000.00.
- 28.02 Dividing Town Hall parking lot during construction to provide half of existing with Entrance/Exit to remain. Fence layout to be included in staging plan.
  - A. Tim C. will discuss guidelines for site security, fencing, etc. with both legal and insurance advisors.
- 28.03 Discussed trailers for G.C. and Owner reps; some meetings may be held in Town Hall.
- 28.04 New well at EMS site to be bid, T. Carroll will start process. Board of Health review on October 6<sup>th</sup>. Reid S. will submit application and info for both well and septic system.
- 28.05 Scope and fee for IT consultant for both buildings discussed: \$10,000.00.
- 28.06 Prior meeting minutes approved.
- 28.07 60% Construction Documents (Fire Station) submitted 13-14 Sept. Next scheduled submittal will be 90% CDs for both buildings, October 11-12, 2021. Cost Estimate by RLB to start after 90% CD review.
- 28.08 Next meeting T.B.D.

Submitted by:

John J. Keenan, R.A.

KEENAN + KENNY ARCHITECTS, LTD.

CC: Bill Rossi, Amanda Sawyer