

**MEMO OF MEETING NO. 9 Rev.**  
ARCHITECT DESIGN DEVELOPMENT

PROJECT: Chilmark Firehouse and EMS Headquarters  
DATE: July 24, 2020  
LOCATION: Zoom

ATTENDING: Bill Rossi, Bldg. Committee Chairman  
Chuck Hodgkinson, Bldg. Committee Project Manager  
Skipper Manter, Bldg. Committee  
Jim Newman, Bldg. Committee  
Will Parry, Bldg. Committee  
Tim Rich, Bldg. Committee  
Chief Jeremy Bradshaw, Fire Dept  
Chief Ben Retmier, EMS  
Clark Goff, Architect, Guest  
Joe Sullivan, OPM, CHA Companies  
Amanda Sawyer, OPM, CHA Companies  
Antonia Kenny, K+K Architects  
John Keenan, K+K Architects  
Jerry Thiboutot, K+K Architects

NOT ATTENDING: --

The following is a record of the above referenced meeting:

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**NEW BUSINESS**

- 9.01 As per the agenda, there was a discussion whether or not the EMS HQ size was adequate for future needs:  
Skipper felt that the building was too small in the administrative area – particularly the Bunk, Locker/Toilet Rooms and the Meeting/Training Room/Day Room sections of the building. He has had more time since March to review the drawings and believes the building needs to be larger so that they do not need to return to the towns in 5 to 10 years to enlarge. His estimate would be to add 10'-15' to each section lengthening the building north/south.
- 9.02 Ben said he had also been reviewing the plans and liked the ideas that Skipper had proposed. He noted that he also needed an Oxygen Fill Room for use by the App. Bay area (est. 12'x12') and that it could not take the place of a Storage Room. He will provide equipment cuts for all equipment for next meeting.
- 9.03 Verify if Oxygen is required only at EMS (or at both EMS and Fire), Air Fill was noted at Fire Station only. Note equipment cuts and configuration requirements are needed for both EMS and Fire Station.
- 9.04 CHA was asked what the current SF cost for the EMS HQ was and Amanda responded that the last estimates were at \$838/SF. Therefore adding approx. 1,000 additional SF would be an additional \$800,000 over the current estimate of \$8.5 million. After some discussion among

Committee members it was agreed that they would move forward with the increase in size as proposed by Skipper. Chuck requested K+K review the additional spaces requested and increase the EMSHQ perhaps 2' front to back and 10'-15' for each section (total 25').

- 9.05 The combined Network IT Room size at the EMS Station also needs to be verified for size by the Town IT vendors (currently 110 SF.)
- 9.06 There was some discussion regarding the height and width of the Apparatus Bay doors. Both App Bays currently have 14' wide and 12' high doors and following discussion of equipment requirements and parking requirements the doors remain 14' wide and 12' high for both buildings.
- 9.07 Clark Goff had offered an alternative sketch for the EMS HQ Apparatus Bay roof which was discussed at the meeting. Clark suggested breaking up the roof over the Apparatus Bay by moving the App Bay equipment to the center and lowering the roofs on both sides. K+K noted that the App Bay doors were located to exit as directly toward Middle Road as possible for the ambulances and to retain the parking spaces on the side. The building materials have been varied to break up the exterior and refer to barn-like structures. There were suggestions to revise the window layout, Ben noted that the interior spaces could be mirrored. Ben was more concerned with the best functional layout, the Committee members that were not voting members in Chilmark deferred to those who were since it was their Town. The three building committee members who were Chilmark taxpayers appreciated the design and input that Clark had prepared but concurred that they would remain with the current design. Chuck noted that the current design allowed a future bay at the end if required.
- 9.08 Jeremy has begun the process with the State Fire Marshall for a variance for the Fire Sprinkler Protection requirement, he noted it was good that they do not have personnel staying at the building.
- 9.09 Chuck noted that Jeremy, Amanda, Joe and Chuck will do the groundwork for permitting requirements for the various boards. Lenny has informed the Committee that he is not going to refer the project(s) to the MVC, but it was noted that any of the permitting boards (ZBA, PB or BOH) may. The Committee needs a final site plan with drives, septic, wells, holding tanks, etc. for both sites. Chuck suggests K+K speak to Reid about the site plans and parking issues.
- 9.10 The next Zoom meeting is on Friday August 7th at 9 AM, Chuck will provide the information and agenda.

SUBMITTED BY:

Antonia A. Kenny, R.A.

KEENAN + KENNY ARCHITECTS, LTD.

cc: Chuck Hodgkinson, Bldg. Comm.  
Reid Silva, VLSE

Amanda Sawyer, CHA  
Joe Sullivan, CHA