

MEMO OF MEETING NO. 14
ARCHITECT DESIGN DEVELOPMENT

PROJECT: Chilmark Firehouse and EMS Headquarters
DATE: September 25, 2020
LOCATION: Zoom

ATTENDING: Bill Rossi, Bldg. Committee Chairman
Chuck Hodgkinson, Bldg. Committee Project Manager
Chief Ben Retmier, EMS
Chief Jeremy Bradshaw, Fire Dept
Skipper Manter, Bldg. Committee
Will Parry, Bldg. Committee
Tim Rich, Bldg. Committee
Robert Hannemann, Town of Chilmark
Amanda Sawyer, OPM, CHA Companies
Clark Goff, Architect, Guest
John Keenan, K+K Architects
Jerry Thiboutot, K+K Architects

NOT ATTENDING:
Jim Newman, Bldg. Committee
Antonia Kenny, K+K Architects
Joe Sullivan, OPM, CHA Companies

The following is a record of the above referenced meeting:

NEW BUSINESS

- 14.01 Bill opened the meeting and asked if everyone reviewed the 9/11/20 meeting minutes; the vote to approve or amend was delayed until next meeting until everyone had a chance to review.
- 14.02 Amanda summarized her conversation with Antonia regarding the Fire Stations current design, the available space in front of the building to the street for the apparatus to be tested, Code issues as they relate to the operation of the fire trucks inside a building, they also discussed the operation of the plymovent system and OSHA requirements as they understood them.
- a. Additional site information needed from the Civil Engineer – edge of pavement in front of App Bays.
 - b. John K. explained as far as the Code is concerned, you cannot have trucks running in the building to perform their tests.
 - c. Chief Bradshaw hadn't made it online to the meeting yet, but Chuck confirmed that was the Chief's understanding as well.
 - d. Chuck and the Chief discussed several options regarding the fact there wasn't adequate room in front of the App Bays to the street to run tests on his equipment in the current design.

- e. After much discussion, the Chief explained that radio checks and other tests on the equipment must be done outside. Currently there is approx. 33'-6" from building to edge of pavement.
 - f. Chuck explained that filling in the wetland and replicating wetland elsewhere doesn't work.
 - g. There was further discussion about the approval process reviewed during the feasibility study for any work done on the wetland, something similar would need to be undertaken if the wetland is affected at all.
 - h. Amanda suggested moving the building back towards the parking lot and possibly rotating it to move it further away from the road.
 - i. The Chief reviewed the truck sizes and numbering and indicated that two pieces vehicles will be located elsewhere.
 - j. K+K to review options and respond as soon as possible.
- 14.03 EMS review, K+K to provide an updated "Shared Spaces" plan showing the spaces to be shared as the Lobby, H.C. Toilet and Meeting Room.
- 14.04 K+K asked that specifications / cut sheets be provided for all equipment being installed in each building beyond MEP and F.P.
- a. Chief Bradshaw had previously requested a floor plan be sent to one of his consultants / contacts to help layout his equipment; K+K has already provided this plan.
 - b. Since the meeting both Chiefs have either directly or through their consultants provided additional information. Amanda and K+K to meet separately with each Chief for interior spaces and equipment prior to the 100% submittal.
- 14.05 John K. explained that we do not have much time until 100% DD's are due and was hoping for a final approval on at least the EMS HQ and Ambulance Service design to continue moving forward with the Engineers designs.
- a. Amanda added that we have about 1 month left for 100% DD submittal in order to begin putting together final pricing for Town Meeting.
 - b. Chuck said it needs to be approved by the Selectmen and eventually Town Meeting before the Design is completed.
 - c. More discussion continued on the subject and it was decided K+K and the Design Team will keep moving forward with the understanding that some development of the designs may be needed after Town and public input.
 - d. 100% DD due November 4th 2020
 - e. Cost Estimates due November 17th 2020; it was explained that these are not the final numbers of the project since Construction Documents and Permitting have not been completed prior to Town Meeting.
 - f. The Selectmen will review both buildings and the overall project prior to Town Meeting.
- 14.06 Chuck discussed a couple of dates to meet with ConCom for informal discussions since these two buildings border a wetland and since the Fire Station is moving on the site.
- 14.07 There was a brief discussion about presenting to the Board of Selectmen, Bill wanted to wait until the siting of the Fire Station was settled.

- 14.08 John K. asked about Permitting, which is usually started prior to presenting to Town Meeting. Chuck explained that Permitting will not happen until CD's on this project and only after an approved vote on one or both buildings at Town Meeting.
- 14.09 Schedule as noted at previous meeting:
- Deadline for DD Drawings and Specs for DD Cost Estimate – Nov. 4
 - Dec. 11 – reconvene with Committee, review cost estimate
 - January – Committee meet to discuss Public Forums
 - Mid-February – Public Forums – format and support materials/mailings to be discussed for April Town Meeting
- 10.09 The next Zoom meeting is on Friday October 9th at 9 AM, Chuck will provide the information and agenda.

SUBMITTED BY:

Jerry Thiboutot

KEENAN + KENNY ARCHITECTS, LTD.

cc: Chuck Hodgkinson, Bldg. Comm. Amanda Sawyer, CHA
Reid Silva, VLSE Joe Sullivan, CHA