

## MEMO OF BUILDING COMMITTEE MEETING NO. 50

### CONSTRUCTION PHASE

PROJECT: Chilmark Firehouse and EMS Headquarters  
DATE: August 31, 2022  
LOCATION: Town Hall and Zoom  
ATTENDING: Bill Rossi, Chairman  
Tim Carroll, Town Administrator  
Tim Rich  
Alison Kisselgof  
Billy Dillon, Site Rep  
Chief Jeremy Bradshaw, Fire  
Chief Ben Retmier, EMS  
Tom Shevory, D/JKS  
Michael Owen, CHA  
Aditya Modi, CHA  
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.

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#### Discussion:

1. Called to Order
2. Allison took attendance – Tim C noted a quorum
3. No minutes sent or reviewed per Allison and Bill Rossi; three sets of minutes to be reviewed at next meeting.
4. Chairperson Update:
  - a. Adi provided information about Commissioning Agents:
  - b. Reviewed costs proposed for each commissioning agent; breakdown shared by CHA (K+K to ask for a copy to be included with minutes); Tim R still concerned that there is such a wide difference in prices from \$33k to \$184k.
    - i. Mike O. reviewed the proposals briefly, what was asked and what was expected he said was met by all companies. He cannot explain why they each came in with these numbers, but each gave a full response to the request for proposals. Mike noted that the Commissioning Agent only works for the Town and only answers to the Town.
    - ii. Mike noted that if a Commissioning agent was brought on during design then they would have had more say in the design on behalf of the Town, but for this project it would be different. They review the designs and work with the contractors and subcontractors from start-up of equipment through troubleshooting if necessary.
    - iii. Further discussion took place as to why a Commissioning agent is needed. Mostly conversation between Mike O and Tim R, Tim R is concerned about the additional cost but no liability of anyone.

- c. Vote to accept R.W. Sullivan Engineering, unanimously approved:  
Jeremy B., Tim R., Ben R. and Bill R: yes
- 5. K+K update:
  - a. John K was on site 8-30-22
  - b. Everything generally looks good
  - c. At Fire Station, John noted chipped concrete, not sure how O.H. Door will connect to this.
  - d. John noted during a weekly meeting earlier today that there are areas of washouts due to rain.
  - e. John noted that the site needed to be cleaned up a bit more, not just messy but could be a safety issue.
- 6. CHA update:
  - a. Adi shared / reviewed the project Budget, should be included in the Meeting Minutes. Need to request a copy of this from CHA.
  - b. Adi provided / reviewed a Change Order Summary which included the Change Order Log, Potential Change Requests and should be included in Meeting Minutes.
  - c. Mike O. reviewed the items being purchased and contingency monies spent and available.
  - d. CHA is reviewing the overall budget along with the contingency monies.
  - e. EV Charging Grant was discussed by Mike O. K+K, G&V and CHA working out the details of the drawings with Eversource. Mike reviewed what Eversource is paying for. Mike noted that the chargers the Town already owns will get reimbursed for half of those and will receive additional ones (I'm not sure if it is at an additional cost or not).
  - f. Commissioning Agent Procurement
  - g. FFE coordination update
    - i. Oxygen Generator System
    - ii. Bauer Air System
  - iii. I.T. Phone issue; Tim C said that Allison is working on a spreadsheet to work out any issues. Mike O provided a budget. Tim C said the Town Hall system is at its end of life and the Town might include the Town Hall and Library on this purchase/contract.
- 7. DBJKS update:
  - a. Tom S gave an overview of what's going on.
  - b. Tom noted Mike L was not onsite last week.
  - c. Tom noted that DBJKS will address K+K's concerns.
  - d. Tom S reviewed progress on both buildings
  - e. Billy D said he agreed with Tom S's review and that he wasn't concerned about the washouts
  - f. K+K is all set with DBJKS's remedies to K+K's concerns
- 8. Items not reasonably anticipated:
  - a. Next meeting October 5<sup>th</sup>.
  - b. PayReq from DBJKS being sent to Town soon per Mike O
  - c. Keying to be organized and attended by whomever needs to, K+K does not need to participate per John K.
  - d. Mike O asked if Tim C will be the Town Rep for the Commissioning Meetings. Tim C to represent the Town.

Meeting ended at 11:15 AM