

MEMO OF OAC AND BUILDING COMMITTEE MEETING NO. 62

CONSTRUCTION PHASE

PROJECT: Chilmark Firehouse and EMS Headquarters
DATE: June 14, 2023
LOCATION: Chilmark Town Hall
ATTENDING: Bill Rossi, Chairman
Tim Rich
Alison Kisselgof
Chief Jeremy Bradshaw, Fire
Chief Ben Retmier, EMS
Billy Dillon, Site Representative
Tim Carrol, Town Administrator
Tom Shevory, DBJKS
Kyle Gabri, DBJKS
Kristin Golden, DBJKS
Craig Gabri, DBJKS (virtual)
Michael Owen, CHA
Aditya Modi, CHA
Antonia Kenny, K+K Architects
Jerry Thiboutot, K+K Architects

The following is a record of the above-referenced meeting.

Discussion:

1. Meeting called to Order and Alison took attendance.
2. Bill noted that a quorum was present.
3. Meeting Minutes No. 60 (May 31) was reviewed and approved.
4. Chairperson Update (Bill Rossi):
 - a. Reviewed Punch List items.
 - b. The Landscape Architect is planning to be on site on 6-15-23 to review progress to date and to help determine what if any adjustments are needed to the plant materials locations. Bill would like to meet him onsite. There have been some plant substitutions and additions to the design. Billy noted that Reid is to review updates at an upcoming ConComm meeting this week.
 - c. The project is still on schedule.
 - i. Tom S. said that he would provide an email to Bill regarding SSA vehicle substitutions as he needs to have a priority item delivered to the site and it may be delayed due to ferry scheduling.
 - d. Bill explained that they will need to review budget items when CHA does their update.
5. K+K update:
 - a. K+K were onsite a couple of days last week and provided punch list items for DBJKS.
 - i. Part of the reason for the visit was to document as many marks on walls and other issues prior to the furniture arriving on site on 6-12-23.

- b. Furniture has arrived on site and installed in both buildings. Antonia noted that the furniture can be adjusted by the Departments in each building as needed in part because there was a discussion about the layout of the EMS bunk room furniture layout. She did note that if desks move that should be coordinated with I.T.
 - c. Interior window that is located between the Lobby and Command Radio in the EMS HQ's has yet to be installed.
 - d. Appliances are on site and have been installed.
 - e. Mike O. asked if blinds had been included in the design for each building.
 - i. Antonia said they had not, she said it would be up to the Chiefs and Town where they would like them, what style(s) they might be and the installation.
6. CHA update:
- a. CHA is working closely with DBJKS and the Commissioning Agent.
 - i. The full electric load test may need to wait on the generator until July do to parts needed on site, final date TBD.
 - b. In addition to K+K's punch list Mike O. noted that the Commissioning Agent has also produced a punch list that has been shared with DBJKS.
 - c. CHA reviewed the budget. Information presented in the meeting is attached to these minutes.
 - i. Bill R. asked if Warrant Article monies regarding the oxygen equipment have made it into the project budget. CHA confirmed it had and that they will be meeting to review with the Town's Accountant next week.
 - ii. Tim R. requested that Alison share the CHA cost breakdown, she confirmed that she would after the meeting.
 - iii. Mike O. discussed the latest breakdown of project costs to date. He noted that at this time he only has R.O.M. (Rough order of Magnitude or estimated costs) numbers regarding the P.C.O.'s listed.
 - iv. Mike O. recommended waiting to approve the floor paint for each buildings App Bays at this time, all agreed.
 - v. Repairs to the Town Hall H.C. ramp were discussed, and Tim C. was asked if he had funding separate from this project to cover that cost. The item was further discussed between Tim C and Bill R.
 - vi. Tim C. was asked if he had funding separate from this project to cover the cost of new building signage for the Town Hall, he said he had.
 - vii. Mike O. explained how this project has been approved to receive grant monies from Eversource regarding the EV charging stations and associated costs.
 - i. The expenses need to be documented and submitted to Eversource ASAP.
 - ii. Eversource will pay for half the cost for each of the two charging stations already purchased by the Town.
 - iii. Eversource will pay for half the cost for each additional charging station to be purchased if the Town chooses to buy more.
 - iv. Tom S. said the current figures indicate the EV charging stations already purchased and installed stand at approximately \$213,000.
 - v. Mike O. said the amount of grant money the Town will receive is yet to be determined.
 - vi. Tim C. said based on a recent meeting / conversation on the subject for this / another Town project that it could take 5 months to receive the Eversource monies. Mike and Tim discussed further.

- viii. Based on the information presented Bill R. said that he would again like to wait to make a final decision on the App Bay floor painting, perhaps even wait until after the project was completed.
 - i. Tom S. to ask if the painting quote provided for the work will change or not if the project is not completed by the second week of July 2023.
 - ii. Tom S. said that even if it was painted later that he would help the Town and Chiefs coordinate the work.
- ix. Returning to the EV charging station discussion, it was noted that the Town currently owns and have installed two stations (four chargers) and that they could install up to ten chargers on site.
 - i. A question was asked about how someone would pay for use of the charging stations, Tim C. confirmed it would be via an app for your cell phone called ChargePoint. There will not be free car charging onsite.
- x. Tim C. authorized DBJKS to order / install the Town Hall sign.
- xi. Mike O. noted that the EMS HQ's soffit work related to the fire suppression system has been completed. Mike asked Tom S. to review costs he's submitted (this would be after the meeting).
- xii. Other P.C.O.'s reviewed included:
 - i. Pump Room.
 - ii. Parking Sign revisions.
 - iii. Owner Equipment installation.
 - iv. Two newest RFI's are included per Adi.
 - v. Not included is a new guardrail to be located on the EMS site near the rain garden. Tom S. estimated it would be approximately \$11,400. Discussion about the need for the railing vs alternatives which included a split rail fence and or boulders. The railing would be 4x12 P.T. timbers with southern yellow pine posts at a height of approximately 2' – 2'-6".
- xiii. Change Order 10 was discussed.
 - i. Adi noted that the Total included on CHA's presentation of \$98,912.40 would be adjusted to \$56,979.89 as the Committee previously discussed holding off on the App Bay floor painting.
 - ii. The adjusted number above would need to be adjusted again by approx. \$12,000 should the Committee agree to move forward with the guardrail near the rain garden.
 - iii. Bill R. asked that the Warrant Article be Verified.
 - 1. Tim C. explained that the Warrant Article monies are for the work related to the Oxygen Generator only and cannot be used for other purposes. The costs need to be identified, Adi to work with Ellen from the Town to make sure the numbers match the Warrant Article that was recently approved by the Town.
 - iv. New contingency total remaining would be \$86,101, this number to be confirmed by CHA.
 - v. Motion to approve C.O. 10 to include PCO 54, 56, 57 and 62R with a R.O.M. not to exceed of \$12,000 for a new guardrail with a new total of \$68,979.89.
 - 1. Motion made by Chief Bradshaw
 - 2. Chief Retmier had to leave on a call during the discussion.
 - 3. Tim R. seconded the motion.
 - 4. Motion passed.

6. DBJKS Update had taken place earlier during the OAC meeting at length, they are still looking to have substantial completion of the project by next week.
7. Next Building Committee meeting confirmed for 6-21-23 at 10:30am.
8. Motion made to adjoin the meeting. Bill R. took roll call vote to adjourn, all voted yes. Meeting ended at 11:15 a.m.

Submitted by:

Antonia A. Kenny R.A.

KEENAN + KENNY ARCHITECTS, LTD.

Attached: CHA Chilmark Fire & Tri-Town EMS Building Project Presentation (June 14, 2023)