

MEMO OF MEETING NO. 44

ARCHITECT CONSTRUCTION DOCUMENTS PHASE

PROJECT: Chilmark Firehouse and EMS Headquarters
DATE: April 1, 2022
LOCATION: Zoom
ATTENDING: Bill Rossi, Chairman
Tim Carroll, Town Administrator
Alison Kisselgof
Warren Doty
Chief Ben Reitmeir
Chief Jeremy Bradshaw
Michael Owen, CHA
Aditya Modi, CHA
Amanda Sawyer, CHA
Jerry Thiboutot, K+K Architects
Antonia Kenny, K+K Architects

The following is a record of the above referenced meeting.

OLD BUSINESS

- 27.11 Clerk of the Works:
 - A. CHA is considering candidates.
- 32.06 Clay testing for removal discussed and will be revisited.
- 35.03 Reid has reviewed Geotech code issues w/Building Department, who will support waiver as allowed.
- 39.03 Power to the EMS site has not been disconnected. **See New Business.**
- 40.03 RFPs are being prepared for Commissioning and Construction Phase testing.
 - A. Approximately \$50,000.00 has been allotted for this work.
 - B. Commissioning procedures to be reviewed; we may not need it because systems are uncomplicated; not required.
- 41.03 Execution of Briggs – Construction Testing Services contract:
 - A. Contract was forwarded to Town Manager, Tim Carroll.
 - B. Bill R. asked if Contract should be signed before awarding to a G.C. Mike O. confirmed yes.
 - C. Tim C. is waiting to sign.
- 41.04 Prior Meeting Minutes Approval. Pending review.
- 41.05 Topics not reasonably anticipated by the Chair
 - A. Bill R. thinks Building Dept. will waive the Geotechnical Report, pending. John K suggests Bill have Town Counsel put a letter together re: GeoTech Report, including the fact that we have a certified waiver. Tim C. thinks it will need to come from Building Department. Bill said Reid does not think a report is needed and will call the Bldg. Dept. to prepare a waiver.
- 41.06 Well Water Status:
 - A. Bill said he's been told the well company would be on site, they will do the job, but has no other information other than what he has already passed on, like gallons per minute info. K+K needs to know the connections, filtration, and how one well connects to three buildings, including where and how many storage tanks, would there be back-flow preventer, pressure tanks, etc.

- B. Mike suggested a meeting/call with well company in order to resolve this quickly. Island Water Sources phone number is (508) 693-4999, contact is Jacqueline. Mike O, Bill R. and Tim C. will follow up.
- C. Bill noted that we are only running a pipe to Town Hall and capping it off; we are not connecting the Town Hall at this time.
- D. Chief Bradshaw needs some connection to top off trucks, at least a 1 ½ " line at the Fire Station.
- E. Well is located on the plans with other pertinent information for the G.C.
- 42.01 The Building Committee met to review General Bids Received (Feb. 22, 2022) and Total Project Budget Comparison to provide a recommendation to the Board of Selectmen at their meeting this evening to request additional funds from the Town. The low bid was from Dellbrook/JKS for \$10,661,405 (includes boardwalk and landscaping, which were Deduct Alternates).
- 43.01 Town Meeting is set for Saturday, March 26 at 1:00 indoors at the Community Center to request additional funding of \$1.2 million for the full Construction Cost for the Fire Station and EMS Headquarters. Thirty people minimum are needed to attend. Tim Carroll will prepare a flier about the project; it was noted that the cost increase of the project is lower than inflation.
- 43.03 Tim C. raised the discussion of Schedule of Values for each building costs to be shared by the 3 towns: Chilmark, West Tisbury, and Aquinnah. Tim referred to the Floor Plan w/colored spaces prepared by K+K for Chuck Hodgkinson's original presentation to determine total S.F. of area to be split between the three Towns. He noted that Chilmark will be paying for the entire project and will be reimbursed by the other towns for their shares.
- 43.05 Amanda is trying to contact Billy Dillon regarding Clerk of the Works. Tim C. notes that someone needs to be on site every day to oversee project.
- 43.06 Mike O. has been following up on well proposal but does not have a quote yet. Bill stated the company has local knowledge, which seems essential. They have always gotten the work done.

NEW BUSINESS

- 44.01 Site mobilization discussed.
- 44.02 Budget update based on Town Meeting.
- 44.03 Owner Demolition briefly discussed.
- 44.04 New Well status update?
- 44.05 Building Permit update, K+K to take care of a couple of open items.
- 44.06 Site Representative status – Bill Rossi reviewed candidate and commented on time available, estimated time it might take and whether or not Building Department can fill the roll.
 - a. Forest cannot do this job.
 - b. Bill Rossi's candidate noted it might take too much time. (Bill Dillion)
 - c. Bill Rossi asked the committee should they consider going back to CHA to provide 6 hours a week for this position. Mike O said at this time he only has 4 hours a week for this project with Adi only allowing for 6 hours a week, none of that time is for on-site activities.
 - d. Amanda said they have people on island, or will be on island, that might be able to help.
 - e. Bill Dillion said he doesn't see the need for more than 6 – 8 hours a week; currently the committee has asked for 20 hours a week.
 - f. Bill R will follow up with Bill D in the next couple of days.
 - g. CHA said they could help out if needed. Bill R asked for CHA to provide a proposal for the duration of the project just in case.
 - h. Warren thinks that Bill D would be his first choice, CHA the second choice. Committee wants to have someone local on the job.
- 44.07 OAC Meeting Coordination.
 - a. Mike thinks having a weekly Building Committee meetings should be before or after OAC meetings, perhaps only once a month
 - b. Contractor meetings at 10 am weekly on Wednesdays.

- c. Building Committee meeting meetings at 11 am following OAC meeting was discussed.
- d. Adi noted that usually after the 10am meeting there would be a site walk.
- e. Mike O suggested do the site walk then have the Building Committee meeting at 11:30am monthly. All agreed. Next Building Committee meeting April 4th (first Wednesdays each month).

44.08 Prior Meeting Minutes Approval

44.09 Existing power at EMS Site will be used by Dellbrook/JKS. Need meter/account revised to D/JKS.

44.10 Next meeting: May 06, 2022 at 9:30 a.m.

Submitted by:

John J. Keenan, R.A.

KEENAN + KENNY ARCHITECTS, LTD.

CC: Bill Rossi, Amanda Sawyer, Mike Owen