

MEMO OF MEETING NO. 45

ARCHITECT CONSTRUCTION DOCUMENTS PHASE

PROJECT: Chilmark Firehouse and EMS Headquarters
DATE: May 4, 2022
LOCATION: Zoom
ATTENDING: Bill Rossi, Chairman
Tim Carroll, Town Administrator
Alison Kisselgof
Tim Rich
Chief Jeremy Bradshaw
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.

OLD BUSINESS

- 27.11 Clerk of the Works:
- A. CHA is considering candidates.
- 32.06 Clay testing for removal discussed and will be revisited.
- 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.
- 41.06 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. Chief Bradshaw needs some connection to top off trucks, at least a 1 ½ " line at the Fire Station.
- 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.
- 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.
- 44.09 Existing power at EMS Site will be used by Dellbrook/JKS. Need meter/account revised to D/JKS.

NEW BUSINESS:

- 45.01 DBJKS Requisition submitted and reviewed, approved.
- 45.02 VLSE's site control points have not yet been resolved, 6" – 9" discrepancy.
- 45.03 Mike Owen to forward document he shared during the meeting for the record. He reviewed the document with the committee. Noted the Change Order No. 1 with Delbrook/JKS. CHA asked Allison about the cost for disposal of all debris; CHA thinks it was about \$18K, they budgeted for \$36K.
- a. There was a comment by a couple of members that Warren Doty, who was not in the meeting, wanted to make sure the additional \$1.3 million appropriation isn't lost in the calculations.
 - b. DBJKS was asked if they had issues with Long Lead time items, Tom S reviewed a bit of the issues to include Fire suppression holding tank, the Truss submittals, etc...
 - c. An update with the Well water installation was given; delays due to island water issues. Is scheduled for the middle to end of month for install; to be coordinated on site with DBJKS.
- 45.04 General Contractor update:
- a. Mobilized site
 - b. Site fencing complete
 - c. Trailer arriving soon
 - d. Site clearing has occurred on EMS Site
 - e. Footing and Foundation to begin next week
 - f. Fire Station to follow with each trade
- 45.05 Topics not previously anticipated by the Chair:
- a. Chief Bradshaw asked about the three double hung windows facing the wetlands and said the fire department would prefer not to have them. Bill R noted that this would be a major aesthetic issue. The Chief will block over the windows at a later date. John K noted that windows could be changed to not see through, and CHA noted that a film could be installed at a later date.
- 45.06 Tim noted that there are appliances that need to be purchased by the Town; also other equipment being purchased by the Town needs to be coordinated with work on site.
- a. A separate meeting (special meeting) for FF+E in about 3 weeks. CHA will set up a date next week during the Construction Meeting. Both Chiefs need to be involved as there is specialty equipment that needs to be ordered in addition to residential appliances.
- 45.07 Next meeting: June 1, 2022 at 9:30 a.m.

Submitted by:

John J. Keenan, R.A.

KEENAN + KENNY ARCHITECTS, LTD.

CC: Bill Rossi, Amanda Sawyer, Mike Owen