

**MEMO OF MEETING NO. 34**

ARCHITECT CONSTRUCTION DOCUMENTS PHASE

PROJECT: Chilmark Firehouse and EMS Headquarters  
DATE: December 10, 2021  
LOCATION: Zoom  
ATTENDING: Bill Rossi, Bldg. Committee Chairman  
Alison Kisselgof  
Clark Goff  
Tim Carroll, Town Administrator  
Chief Ben Retmier, EMS  
Chief Jeremy Bradshaw, CFD  
Aditya Modi, CHA  
Reid Silva, VLSE  
Amanda Sawyer, OPM, CHA Companies  
Antonia A. Kenny, K+K Architects  
Jerry Thiboutot, K+K Architects  
John Keenan, K+K Architects

The following is a record of the above referenced meeting.

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**OLD BUSINESS**

Note: All old business tasks reviewed and updated at this meeting.

- 27.02 Bidding climate discussed. Amanda will review on-going projects on Island to find out which GCs are bidding or under construction.
- 27.08 Reid S. listed items he will be providing to K+K.:
  - A. Geotech info and earthwork guidelines to be determined.
- 27.11 Clerk of the Works:
  - A. CHA is considering candidates.
- 28.02 Dividing Town Hall parking lot during construction to provide half of existing with Entrance/Exit to remain. Fence layout to be included in staging plan. **Plan sent to Amanda Nov. 19.**
  - A. Tim C. will discuss guidelines for site security, fencing, etc. with both legal and insurance advisors.
- 30.03 New Well: See New Business.
  - A. Under review by Bd. of Health.
  - B. Bill will schedule well installation, needed before start of construction.
  - C. Elec. engineer needs required power, etc.
  - D. Reid will follow-up on installer for power, etc.
- 30.04 Division of work for each building and site to be provided by K+K. Scope will be included in Bid Docs in Supplementary General Conditions. **Done and forwarded for review.**
- 30.11 ConComm, Orders of Condition: **Received by K+K and incorporated into Bid Docs.**

- 31.02 Contract review by Town Counsel. CHA received yesterday, forwarded to K+K on 11/5/21. Needs to be reviewed by both CHA and K+K. **Review by Counsel rec'd Dec. 3, 2021.**
- 31.03 Amanda asked Reid and K+K to schedule a coordination meeting. John explained that VLSE's drawings are the base for all others. They need to be updated so we can share with all Design Team consultants.
- 31.04 Liquidated Damages: **to be included at \$1,000.00/day.**
- 32.01 Fire Station well will have to be new as Town Hall system inadequate and not good quality.  
**See New Business.**
- 32.04 Boardwalk design: Cost comparison between wood railings, etc., and proposed galvanized pipe style by K+K. Ductbank info for work underground at boardwalk forwarded to VLSE.
- 32.05 After geotech review meeting VLSE will provide additional de-watering details and specs, excavation concerns and UG tank installations below water table. **Received, partially complete.**
- 32.06 Clay testing for removal discussed and will be revisited.
- 33.01 New Well:
  - A. The one originally proposed new well may be used for both buildings.
  - B. Bill R. will review w/well company for any issues, such as controls, pressure, yield, etc.
- 33.02 IT/Sec meeting memo is apparently complete for scope to be included in CDs. Alison will distribute to Committee for final check of 90% docs.
- 33.03 K+K has prepared Front End – Division 00, for review by all including AG's Office, Deb Anderson.  
Note: On December 7<sup>th</sup>, K+K sent complete Bidding Manual to D. Anderson who replied that the bidding process, instructions, etc. were acceptable.
- 33.04 K+K suggested the Town complete the lowering and/or partial removal of the existing boulder near the Fire Station entrance drive on Menemsha Crossing. Bill Rossi will discuss with Reid and start process.  
**See New Business.**
- 33.06 90% CD estimate underway. RLB requested more time to complete. After review w/RLB, it was determined they could meet the schedule but may not be ready for the reconciliation.

#### **NEW BUSINESS**

- 34.01 Bill Rossi costing-out boulder modifications. Asphalt paving from apron to street to be realigned to extend from corner of apron straight to street, eliminate paving at wetland edge.
- 34.02 New well on Board of Health agenda. A filtration system may be needed for new water service to both buildings. K+K will send G&V the water test performed on former Carroll property (c. 1999) for recommendation for system.
- 34.03 VLSE final site plan mark-ups needed by K+K.
- 34.04 Cost Estimate reconciliation possibly on Dec. 20-22. Internal cost estimate with K+K, RLB, and CHA 12/16. Bldg. Committee Meeting to report cost estimate on Dec. 22 at 9:00 a.m.
- 34.05 Next Committee Meeting will be on December 17, 2021 at 9:00 a.m.

Submitted by:

John J. Keenan, R.A.

KEENAN + KENNY ARCHITECTS, LTD.

CC: Bill Rossi, Amanda Sawyer