

MEMO OF MEETING NO. 1 (Revision 2)
ARCHITECT BRIEF REVIEW & SCHEMATICS

PROJECT: Chilmark Firehouse and EMS Headquarters
DATE: January 6, 2020
LOCATION: Chilmark Town Hall

ATTENDING: Bill Rossi, Chairman
Jim Newman, Bldg. Committee
Tim Rich, Bldg. Committee
Chief Jeremy Bradshaw, Fire Dept.
Deputy Chief Matt Montanile, EMS
Will Parry, Bldg. Committee
Chuck Hodgkinson, Bldg. Committee Project Manager
Reid Silva, Vineyard Land Survey & Engineering
Amanda Sawyer, OPM, CHA Companies
John J. Keenan, K+K Architects
Antonia A. Kenny, K+K Architects
Jerry Thiboutot, K+K Architects

NOT ATTENDING: Skip Manter, Bldg. Committee
Chief Ben Retmier, EMS

The following is a record of the above referenced meeting:

NEW BUSINESS

The draft key decisions outline for the December 17 meeting were reviewed and approved as presented.

The Firehouse EMS HQ Arch. Brief dated Dec. 18, 2019 was reviewed on a page by page basis, with comments as follows:

- 1.01 Both Firehouse and EMS HQ require heat and ventilation in Apparatus Bays, HVAC at Office area and second floor storage. The EMS HQ bays need both heat and air conditioning. K+K to verify HVAC requirements w/EMS for EMS App Bay and recovery time w/open doors.
- 1.02 Each building will require a generator, mechanical engineer to determine size requirements, review potential locations. Determine cost/benefits of use of diesel or propane for fuel.
- 1.03 The ideal interior space width for each bay will be 18 feet for both buildings as space allows. The minimum width needed for any bay is 16 feet.
- 1.04 The bay doors for both buildings will be 12 feet high. The visual impact of having each door 14 feet or 12 feet wide will be demonstrated and determined at a future date.
- 1.05 The full-length (40 ft.) firehouse bays will be on the southernmost portion of the side facing Menemsha Crossroad.
- 1.06 Chief Jeremy Bradshaw presented a cost estimate from a licensed asbestos removal firm outlining the cost to remove the asbestos wallboard in the current firehouse and ambulance garage. It was agreed to have this work done before issuing the demolition RFP which will make it

easier for local contractors to submit bids on the demolition and site preparation for both building sites.

- 1.07 New electric service infrastructure should be consistent with future “downtown” micro-grid, engineers should contact Eversource for details.
- 1.08 Both buildings may have slab-on-grade concrete floors at office areas as well as App Bays.
- 1.09 Roofs: shed roofs and dormers with less than 4 pitch may be acceptable, although Chuck H noted that no long shed roofs are typical in local architecture. Mean natural grade - measured at four corners of proposed structure: new Firehouse roof ridge should be lower than Town Hall. (Residence across street is 28’, zoning is 24’).
- 1.10 Fire Chief Jeremy Bradshaw noted that the gear washer discharge is not required to go to a tight tank, plumb with standard building fixtures to septic system. Discuss w/Reid Silva which drains will be required to be contained in tight tanks. Refer to LEC Report for protecting water resources on this site. Fire Chief will contact Chief Rose regarding their use of their tight tank.
- 1.11 This is one project for both buildings, the Town will receive one bid from General Contractors. K+K and CHA and Town will review how Firehouse and EMS bidding and accounting will be separated for budget and billing purposes.
- 1.12 Gross vehicle weights/definition for App Bay concrete floor specifications: Firehouse 140,000 lbs., EMS 20,000 lbs. Fire Dept. and EMS to provide all equipment sizes and special equipment specifications for inclusion with construction documents.
- 1.13 Provide 2 electric car charging stations (infrastructure) at reconfigured Town Hall parking and Town public parking lots. Town public parking lot will have approx. 22 spaces.
- 1.14 Firehouse will have punch key/combo lock, EMS HQ will have electronic locks with fobs.
- 1.15 Power and data to be confirmed, existing location on site at 399 Middle Road (EMS site).
- 1.16 Fire Chief prefers sheet material over ceramic tile and fiberglass enclosures for showers.
- 1.17 K+K reviewed conceptual plans for both buildings.

A. Firehouse: Firehouse plan aligns with the Town Hall exterior wall to meet a Fire Separation Distance requirement of > 10’, creates a small courtyard between the buildings, and reconfigures the Town Hall parking lot. It was agreed to make changes for next meeting to ensure all spaces and needs of Brief dated Dec. 8, 2019 are included in each building.

- Provide direct access from App Bay Laundry Room to Toilet/Shower.
- Provide 2 Bunk Rooms (w/2 bunk beds in each Bunk Room.) Same at EMS.
- Exercise Room - off private area on First Floor. (Second floor alternate.)
- Storage at Second Floor.
- Provide 3 - 40’ bays, 1 - 38’ bay, 16’ high ceilings.

B. EMS HQ: locate uphill at adjacent parcel, provide 8’ high vegetated screening around entire perimeter including rear to shield neighbors.

- May consider partially recessing building into hill to reduce visual impact, screen noise and headlights.
- EMS HQ needs a larger lobby for public access (like Blood Pressure checks.)
- Need 2 - 10’ x 12’ storage rooms off App Bay.
- 14’ High ceilings at EMS App Bay. Verify required depth of EMS bays.
- IT/Comm Room.
- Secure Records Storage and Mech. on Second Floor.
- Revise locker/toilet rooms to same configuration (separate M&W) as Fire Dept.
- Provide for future expansion space if required.

1.18 Schedule:

Schematic Design: It was agreed that Schematic Design drawings will be available sometime late January for public input. The final Schematic Drawings will be ready for cost estimating no later than Tuesday, Jan. 28 to allow time to make any adjustments should the estimates come in over budget. Schematic Design Cost Estimate should be back (2 weeks) by Feb. 11.

Design Development: By April 1 - Plans, Elevations, and Cost Estimate must be available for for April 27 Town Meeting.

- Cost Estimate: requires 2 weeks, so D.D. Plans and Elevations must be done by March 15.
- RFP time frame for Demo and Site Prep - confirm with Civil Eng.
- Asbestos removal - to be handled separately by Town (estimate \$29,000, 3 days to complete).
- Wait on Construction Bid Specs for new building until after Town Meeting.

1.20 Reid Silva will provide a topographical site plan for the town hall lot, also verify height of Town Hall.

1.21 K+K's list of questions dated 1/6/2020 were reviewed. These will be revisited at the next meeting, copy is attached to these minutes.

1.22 K+K hand delivered a fully executed contract.

1.23 Next Meeting: Tuesday, January 21, 2020 at 8:30 a.m.

SUBMITTED BY:

Antonia A. Kenny, R.A.

KEENAN + KENNY ARCHITECTS, LTD.

cc: Chuck Hodgkinson, Bldg. Comm.
Reid Silva, VLSE

Amanda Sawyer, CHA
Joe Sullivan, CHA



KEENAN + KENNY ARCHITECTS, LTD.

CHILMARK FIREHOUSE & TRI-TOWN HEADQUARTERS

K+K ITEMS TO REVIEW

JANUARY 6, 2020, 8:00 A.M.

1. Review Schematic Design Floor Plans for both buildings:
 - a. Confirm adjacencies
 - b. Confirm room sizes and configurations
 - c. Approve all critical equipment and product size, material, power requirements, etc.
 - Apparatus O.H. doors, size: width, 12 ft. wide, height 12 ft.
 - Number, size of lockers, gear grid.
 - Radio/communications/IT, antennae, fire horn
 - d. Confirm any selective uses and access (stairs).
2. Review proposed building construction material and systems:
 - a. We propose both buildings to be constructed as follows:
 - Apparatus Areas - concrete slab-on-grade, 8" cmu bearing exterior and dividing walls (app. bay to office/admin area), wood truss roof structure, exterior insulation, sheathing and wood shingles. Note: Confirm crawl space or slab at admin areas.
 - Office/Admin Areas - wood framed floors, walls (int. & ext.) and roofs.
 - Exterior walls to be spray-foam insulated in stud cavity with continuous rigid insulation over sheathing with wood shingle finish.
 - Roof insulation to be similar.
 - Finishes - interiors to have painted gyp. gd. and cmu walls, ceramic tile, LVT, and carpet floors, acoustic tile and painted gypsum ceilings, prefinished wood doors in metal frames. Exteriors to have wood shingles (left unstained), synthetic trim, asphalt roof shingles, aluminum or composite clad wood windows and doors.
3. Review site plan, proposed and suggested alternatives:
 - a. Confirm setbacks for structures and drives, parking and utilities.
 - b. Confirm Buffer Zone mitigation and dimensional requirements for construction adjacent to Wetlands. Meet with the site, civil & environmental consultant, Vineyard Land Surveying & Engineering, to review all aspects of the proposed sitework, building locations, and utilities/infrastructure, and wetlands concerns.
 - c. A topographic survey needs to be completed for the existing Town Hall lot.
 - d. Will new paving be standard Mass spec bituminous material or permeable product.
4. Miscellaneous:
 - a. Confirm required Chilmark and County permitting and approvals. - Will the MVC be reviewing the project?
 - b. Confirm all Zoning by-law requirements, limits (lot coverages), etc.