

**MEMO OF MEETING NO. 2**

ARCHITECT SCHEMATICS

PROJECT: Chilmark Firehouse and EMS Headquarters

DATE: January 21, 2020

LOCATION: Chilmark Town Hall

ATTENDING: Bill Rossi, Chairman  
Tim Rich, Bldg. Committee  
Chief Jeremy Bradshaw, Fire Dept.  
Skipper Manter, Bldg. Committee  
Will Parry, Bldg. Committee  
Chuck Hodgkinson, Bldg. Committee Project Manager  
Amanda Sawyer, OPM, CHA Companies  
John J. Keenan, K+K Architects  
Antonia A. Kenny, K+K Architects  
Jerry Thiboutot, K+K Architects

NOT ATTENDING: Jim Newman, Bldg. Committee  
Chief Ben Retmier, EMS

The following is a record of the above referenced meeting:

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**NEW BUSINESS**

2.01 Meeting Minutes of Jan. 6 were reviewed and approved with the following notes:

Regarding Item 1.01 Fire Chief noted to provide a clear separation of HVAC systems from the Apparatus Bay to the remainder of the building. Ask EMS Chief Ben Retmier to clarify the heating and cooling requirements for the EMS Apparatus Bay.

2.02 K+K reviewed Two Schematic Design concepts for the Fire Station:

Schematic Design 1 was based on the K+K sketch shown at the first meeting which aligned the Fire Station Apparatus Bay with the Town Hall (vs. perpendicular to Menemsha Road). For all concepts, the setback from Menemsha Road was confirmed as 12'-1" which is the existing non-conforming corner of the existing Fire Station. Other setbacks are 25' and the edge of wetlands as shown on the Site Plans by Vineyard Land Survey.

2.03 Fire Station Schematic Design 1:

When the program requirements were laid out on the Site Plan, there were issues with the App. Bay extending over the street side setback and access from the end bay out toward Menemsha Road. To move the building to conform with the setback would make the access out of the App. Bay too tight, even if the rock on the corner were removed to below grade. K+K then noted that there was a second design that would address that issue. The Chief noted that the apparatus in the Bays will be 3 fire trucks and one utility vehicle, also ATV and other equipment, no ladder truck or ambulance.

- 2.04 The Fire Station Office areas were reviewed and there were the following comments:  
There was no exercise room noted, the Chief stated it could be upstairs if room were available. IT/Communications may need to expand as there is a new repeater tower planned for the rear of the site, and that may be located on the second floor as well. Chuck has asked IT to provide information by Feb. 3 regarding their requirements. An elevator is not required as the second floor is for employees only. Public access is limited to the front Lobby and accessible unisex Toilet by locked doors to the remaining spaces. The number of roofs shown on this scheme was commented on as a concern, K+K expressed the intent to break up larger roof volumes and that the elevations were a work in progress. A later comment from the Fire Chief noted to add a location for a standard washing machine and dryer for clothing other than the gear that would need to be cleaned, this could be at Decon or in the Janitors Room.
- 2.05 Roofing materials were discussed with an option for standing seam metal roofing to accept future photovoltaic panels. Cost may be approx. 30% more, aesthetics were a concern, but the metal roofs have a much longer life span than asphalt.
- 2.06 Fire Station Schematic Design 2:  
This scheme orients the Apparatus Bay perpendicular to Menemsha Road, remains within the noted setbacks, avoids the rock and increases the setback to the wetlands (and possibly high water table). One apparatus bay needs to be reduced in size to maintain a 10' distance to Town Hall (required for fire rating). This scheme has more potential space on the second floor, which could be partially finished as required.
- 2.07 The Schematic Design Narrative was due this week and copies were distributed to the Committee with the request that everyone review and comment by the next meeting:  
The consultants sent in their comments last week, including the code consultant who noted that a percentage of the existing openings in the existing Town Hall would need to be protected, the number would depend on the distance to the Fire Station. Protection would be fire shutters or provide a sprinkler system for the Town Hall. There were discussions about carrying the cost for a system but requesting a variance from the State. The Code consultant also noted that any building having a residential component would need to be sprinklered, so the Fire Station (and EMS HQ) would need to be due to the bunk rooms. After considerable discussion the Fire Chief noted that the Fire Department is a Volunteer Fire Department and the bunk rooms were not a requirement. The square footage would be reassigned to provide an exercise room on the first floor as the equipment would be a heavy load on the second floor and that would allow the attic to remain primarily unfinished (or trussed roof) at this time for cost savings. The EMS Headquarters have bunk rooms that are required as the EMS personnel staff there and therefore the buildings will need sprinklers which will require a holding tank and fire pump.
- 2.08 K+K presented another Schematic Design option (3):  
This option relocated the Fire Station to the opposite side of the lot to maintain distance to the Town Hall to eliminate the need for any opening protection and to improve access to the road and distance from the wetlands. This option has several pluses, including the capability to be positioned back from Middle Road to allow for a better turning radius, less conflict with the Town Hall visually, additional parking on the same lot to maintain Town Hall parking, and all 4 Apparatus Bays could be full depth (40' clear). The Town needs to clarify how many spaces are needed on-site vs. on the new adjacent lot. Access to the new Town Public parking can still be maintained via an accessible walkway over the wetlands, review the best access from the proposed parking to

the Town Hall door, the Chief notes a striped walkway in front of the Apparatus Bay is not an issue. The Town Hall septic system leaching field would need to be relocated, the tank, etc. can remain. The septic system and water requirements for both Town Hall and the Fire Station need to be reviewed to see if they will be separate or combined. After Committee discussion, this Schematic Design option 3 was decided to be pursued and the Fire Chief will review further with the department.

- 2.09 K+K reviewed a conceptual parking lot layout done by Tom Lee, the Landscape Architect: Due to the rise in grade up the site, the proposal is to separate the Public parking lot at slightly lower (5-6') level than the EMS HQ to preserve the plantings on the perimeter to shield the neighbors and preserve the accessible lot grading requirements. Chuck H. notes that the Chilmark Building Inspector has responded to K+K's questions regarding the accessibility for the new Public parking and that there needs to be at least one handicapped parking space in the new lot and since that lot will be serving the Town Hall the walkway will need to be handicapped accessible with railings. K+K will contact Lenny Jason directly at Town Hall, Chuck H. provided contact information.
- 2.10 K+K then presented the Schematic Design for the proposed EMS HQ: The building cannot really be lowered into the grading as that would affect the allowable building height which now is at the maximum allowed of 24'. The number of spaces required for the EMS HQ is noted as 6, K+K have located those spaces in front of the building to avoid requiring another parking area in the rear, this parking area may be reconfigured depending on the Public parking requirements. Provide for one accessible space in the EMS HQ lot as well for Public lot. Chuck will ask EMS Chief Ben Retmier to review the plans and provide feedback on layout and where space could be saved, if possible. The second floor could be shown as unfinished space, the Secure Records Storage could be finished but is not a large space requirement (80 SF).
- 2.11 The Committee noted that presenting the preferred options to the Town must be done soon as the relocation of the Fire Station is a significant change. The pros and cons for each site should be noted.
- 2.12 Other topics:
- K+K to scan and email sketch to Amanda and Chuck to distribute regarding Alt site location for Fire Station
  - K+K needs topo plan from civil engineer to lay out Fire Station and parking gradings. Also review Public Town parking and EMS layout – K+K to contact. Once locations have been decided for both Fire Station and EMS HQ, need Geo Tech borings done for soil conditions and ground water levels for foundation design. Presence of high ground water may require an underslab drainage system, cost of which must be included in the project cost estimate. Civil engineer should provide a Boring Location Site Plan as soon as building locations are decided.
  - Committee reviewed K+K questions from Jan. 6 meeting, most have been addressed with following comments:
    - Apparatus bay doors at Fire Station and EMS HQ are being shown 12' high and 14' wide.
    - Paving at O.H. door aprons will be concrete, other paving will be permeable gravel, review accessibility requirements and stability on slopes.

- Finishes were reviewed, there was discussion of use of alternative exterior trim to synthetic material, K+K to bring options like PV5
- Confirm Chilmark and County permitting and approval requirements – will MVC need to review the project?

2.13 Project budget for construction is \$5.3 million which includes \$500K contingency, construction needs to be \$4.9 million, first cost estimate is in March. Furniture allowance should be included.

2.14 Next meeting is Feb. 4 to decide how to proceed, K+K to bring new plans. Chuck will forward proposed Public Forums schedule.

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