

MEMO OF MEETING NO. 3: Rev. 1

ARCHITECT SCHEMATICS

PROJECT: Chilmark Firehouse and EMS Headquarters

DATE: February 4, 2020

LOCATION: Chilmark Town Hall

ATTENDING: Bill Rossi, Chairman
Tim Rich, Bldg. Committee
Chief Jeremy Bradshaw, Fire Dept.
Jim Newman, Bldg. Committee
Chief Ben Retmier, EMS
Skipper Manter, Bldg. Committee
Will Parry, Bldg. Committee
Chuck Hodgkinson, Bldg. Committee Project Manager
Clark Goff, Architect
Joe Sullivan, OPM, CHA Companies
Antonia A. Kenny, K+K Architects
Jerry Thiboutot, K+K Architects

NOT ATTENDING: Amanda Sawyer, OPM, CHA Companies

The following is a record of the above referenced meeting:

NEW BUSINESS

3.01 Revisions to Meeting No. 2:

Meeting Minutes of Jan.21 were reviewed and approved with the following notes:

Regarding Item 2.01: EMS Chief Ben Retmier to clarify the heating and cooling requirements for the EMS Apparatus Bay.

Regarding Item 2.08: K+K dimensioned 22 existing parking spaces total at the existing Town Hall and Fire Station site.

Regarding Item 2.12: Apparatus Bay doors at Fire Station and EMS HQ were being shown 12' high and 14' wide. There was discussion that 12' x 12' doors may have a better appearance, but both Fire Chief Bradshaw and EMS Chief Retmier noted that their equipment was larger and that the 14' wide doors were the standard for today's and future equipment requirements.

3.02 K+K Review of Fire Station Design 3: The Fire Station location with direct Apparatus Bay access to Middle Road was reviewed. The new Public Parking on adjacent lot could have a walkway next to the stone wall on the Middle Road which would bring the public to the front of the Fire Station, with a striped walk along the road in front of the App Bay and the walkway to Town Hall. Extent of new walks to be determined. The Chief had a concern about sight lines and suggested a cross walk type light that could flash when fire apparatus exited. Regarding the interior layout, there was a comment that the plumbing fixture count should match the requirements for the Meeting/Training Room. Also noted was the Mechanical Room in the unfinished second floor space should be placed on isolation pads to avoid noise transfer to the first floor.

- 3.03 K+K Review of EMS HQ:
Regarding the last revised EMS HQ siting scheme: there was a question why the parking was moved from the back to the front of the building. K+K noted that deleting the drive reduced the required grading around the building and that there would be 6 employee parking spaces delegated at the front of the building as well as one HC public space. It was noted that a lane around the building would still be required to allow a Fire Truck access to the rear, but that could be a graded drive, not paved or gravel (verify with civil engineer). Keeping the vehicles in the front of the building will reduce the amount of headlight glare to the neighbors, adequate turning area will be provided to allow the vehicles to back into the building.
The Floor Plans of the EMS HQ have not changed much, except for the addition of the Fire Protection Room required for the sprinkler system and the Emergency Elec. Room required for the generator.
- 3.04 If there is a second floor in either building, no elevator has been proposed as the public does not have access beyond the locked doors of the Lobby which has an accessible Toilet and drinking fountain. Joe S. noted that a letter from the State would be needed to waive the requirement for an elevator in either building.
- 3.05 K+K provided Space Needs Square Footage comparisons for both buildings, with Net SF for program space compared to the required program and Gross SF for First Floors, Apparatus Bays, and Finished and Unfinished areas in the attic spaces over office areas in both buildings. While the net square footages and Gross SF for first floor areas were comparable to the original program, the total SF has grown due to the inclusion of the second floor finished and unfinished areas. Several Committee members expressed concern over the increase in SF and, while having the additional unfinished space in the attic was noted to be good to have, members questioned whether the Town would support the additional cost. Chuck H. had prepared some preliminary cost figures and noted that the project cost was over the budget previously prepared and thought that approx. 2500 SF would need to be eliminated. The second floor unfinished areas that were not in the original program are approx. 1850 SF, but Joe S. did note that construction of any space has a cost attributed to it, so the savings would be partial to eliminate the unfinished space. There was general agreement that a professional cost estimate at this time would be most practical to determine the extent of reduction that would be required. Chuck H. noted that he had some estimated numbers for site work, to be discussed with the civil engineer.
- 3.06 There was discussion of options to reduce square footage (at the meeting and subsequent to it):
- One option was to move some higher cost SF first floor spaces to the unfinished second floor space in each building, therefore reducing the footprint and possibly allowing for a future addition if growth was necessary. K+K noted that additional uses on the second floor would need to be reviewed by the code consultant for accessibility issues and may result in the requirements such as a second means of egress or an elevator, which would reduce cost savings.
 - Another option was to eliminate all second floor space and the associated stair, and relocate any second floor finished space to the first floor.
 - There was note of an earlier scheme that had combined both Fire Station and EMS HQ on the EMS site, to share certain spaces such as Training and locker Rooms. That scheme had created a large building that which may not be acceptable to the community.

- There was also discussion of placing the Fire Station on the other lot, and EMS HQ on the Town Hall lot, but the Fire Chief had concerns about the driveway to Middle Road past the Public Town parking without a second means of egress driveway, which would add to the cost.
- Solar panels, which have been discussed as an option, will remain as a separate cost. The roofing at this time for both buildings is asphalt shingles.

Reviewing the options, it was decided that CHA would have their in-house estimator do an estimate of the present plans as shown (Fire Station Design 3 and revised EMS HQ), so that the committee and architects would have a baseline to determine cost reductions.

3.07 Chuck H. reviewed the “Proposed Public Forum Dates” dated 2/4/20.

Based on today’s information, the following dates were revised:

- Reach agreement on designs for public review: from 2/11 to **2/18**
- Committee review presentation materials: from 3/3 to 3/5 to 3/3 to **3/12**
- First Public Forum: from 3/5 to **3/12**

3.08 Chuck H. reviewed the working timeline and key dates. Joe Sullivan recommended allowing 8 months from Town Meeting approval to prepare GC Bid Documents (due December 2020.)

3.09 Chuck H. reviewed the Power Point Presentation that he had prepared and requested plans from K+K for inclusion when completed and comments from the two Chiefs regarding their department needs and the proposed plans. Costs for the two buildings will be broken out by CHA.

3.10 Chuck H. provided a public comment via email that noted that ‘buildings like this are great candidates for hydronic radiant floors” and supporting evidence. The advantage of hydronic radiant floors was noted, the costs at this time will need to be reviewed.

3.11 The next meeting will be 2/18/20 at 8:30 AM to review cost estimate and design revisions.

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