

**MEMO OF MEETING NO. 12**

ARCHITECT DESIGN DEVELOPMENT

PROJECT: Chilmark Firehouse and EMS Headquarters  
DATE: August 28, 2020  
LOCATION: Zoom

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

NOT ATTENDING:  
Jim Newman, Bldg. Committee  
Joe Sullivan, OPM, CHA Companies

The following is a record of the above referenced meeting:

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**NEW BUSINESS**

- 12.01 In response to Chuck's request at the Aug. 14<sup>th</sup> meeting, K+K provided a shaded Plan of Shared Spaces and updated the SF on the Floor Plans.  
There was some discussion of whether all the spaces noted were to be "shared", now and/or in the future. Jeremy noted he had some spaces at the North Station so the only room he really needed at present was the large Meeting/Training Room. Chuck noted that this building was planned for the future and would provide for future firefighter's needs as well as EMS.
- 12.02 The Committee voted to accept the increase in footprint for the EMS Facility as presented. Then there was discussion whether a second floor expansion space would be required now that the footprint had been increased. K+K explained the second floor buildout would require two means of egress stairs and possibly an elevator for accessibility and that framing for a future second floor would be a higher cost compared to constructing the roof with trusses. They suggested that a single story addition could be built in the future without the need for stairs or an elevator. There was discussion of the present cost estimate and the fact that the increased SF was going to raise the present estimate already. After discussion, the Committee agreed, for the speed of construction and reduced cost of framing, that both the EMS and the Fire Station would be constructed with trusses.

12.03 K+K reviewed the Sketch Elevations of the Fire Station and EMS Facility with revised windows and some revisions to the details and massing:  
EMS Facility: to reduce the scale of the structure, the ridge of the building was lowered and the single porch roof separated into two smaller roofs with a slightly different pitch. In response to the Committee's comments regarding the character of Chilmark architecture, the brackets and overhangs were removed from the App Bay doors and side doors, the window layouts were simplified and revised to double-hung, a dormer was shown over the App. Bay doors, the trim was simplified and the siding was revised to just weathered white cedar shingles, no boarding or other material.

Fire Station: to reduce the scale, the Emerg. Elec and Elec. Room soffits were lowered and the roof pitch was revised over the back of the App. Bay, the eave of the office area remained the same with a dropped fascia for a sign board, the windows layouts were simplified and revised to double-hung, and the brackets were removed from the App. Bay door overhang. The windows at Town Hall were shown and K+K proposed the trim at the Fire Station and EMS Facility will have a heavier sill and some enhanced detail to complement the Town Hall.

The height of the both App. Bays remained the same for vehicle clearances and maintenance. There was discussion of the size of the doors, but both Chiefs noted that the present size shown of 14' wide and 12' high at both buildings was necessary for the size of the apparatus.

The Committee approved the proposed exterior design revisions to both buildings to be further developed.

12.04 Will mentioned that Eversource was using battery backup as an emergency source of power, Chuck asked Will to investigate that possibility. The Committee agreed as Public Safety Buildings there needed to be a proven and reliable source of emergency power and will remain with diesel powered generators for both buildings at this time.

12.05 The Geo Tech Report for the Fire Station and the Site Plans for both buildings are to be issued by Reid Silva, there is a Board of Health discussion with Reid scheduled for next week regarding the site septic, wells et.

12.06 There was review of an outline equipment spec from Ben sent to Chuck: he does not need a separate room for the Oxygen, does need 3 Phase power. Jeremy was going to confirm the need for a Decon Room as they had one at the North Station (subsequently confirmed as required), he said he also needs 3 Phase power.  
K+K emphasized they need equipment cut sheets with dimensions, clearances, power and any other requirements ASAP to forward to their engineers.

12.07 Schedule as noted at last meeting:

- Reid will coordinate with the Board of Health, submit Aug. 28 for Sept. 2
- Deadline for DD Drawings and Specs for DD Cost Estimate – Nov. 4
- Dec. 11 – reconvene with Committee, review cost estimate
- January – Committee meet to discuss Public Forums
- Mid-February – Public Forums – format and support materials/mailings to be discussed for April Town Meeting

10.09 The next Zoom meeting is on Friday September 11th at 9 AM, Chuck will provide the information and agenda.

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