

2007/06/12 WT TOWN HALL RENOVATION COMMITTEE MINUTES

PRESENT: Bea Phear, Kent Healy, Jim Osmundsen, Chuck Hodgkinson, Ginny Jones; Jen Rand and Kathy Logue – liaison members

ABSENT: Kate Warner

Bea Phear convened the meeting at 1630

MSV: June 6 2007 minutes.

The agenda for this meeting had included time to interview applicants for the Administrative Assistant's position, but having received no applications for the position, we moved on to discuss Bea's and Chuck's visit to the Board of Selectmen and the presentation of the draft of the Designer Selection Criteria. The BOS MSV to accept our draft and requested that they be notified of the dates of the interviews for the Owners Project Manager and Architect. Bea suggested that she attend their meeting once a month with a brief memo to keep them up to date.

The Personnel Board will meet on the 18th when they will consider the Classification of the Administrative Assistant's position. Chuck will attend to present the draft of the job description and give them copies of the advertisement and other information.

The remainder of the meeting was devoted to a review of the three previous architectural proposals for the three new members (Jim, Ginny and Jen). It was noted that one universal idea to all three was to lower the first floor of the building to ground level which will lessen handicapped access problems. A M Fogarty Assoc. reviewed and prepared cost estimates for each of the three concepts.

Bea outlined Joe Eldridge's proposal. Joe advised the Space Needs Committee that the third floor of the building is actually suspended from a truss roof system, which is more easily renovated. His concept would be to add core or load bearing walls on three sides (with the stair case located on the east side as well as the entrance) and to add an annex extension to the west where an additional stair (for two means of egress and ingress) and elevator would be positioned. The central portion of the old section would contain small meeting rooms, and would be the "spine" with further load bearing walls. This would support and stiffen up the building. Offices would be located around the core.

Kent noted that whatever design is selected a new foundation is required and if you dig down 4 feet for a proper foundation and slab, you might as well dig to 8 feet and have a proper basement. The Eldridge building has the most square footage.

The second design considered was the revised design by D. Durland, and her entrance also faced east, with one set of stairs on the east and a section pushed out to the west for a second staircase. She presented a more open space concept with offices tucked around the periphery. She did not include a basement.

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The final design was by Bob Schwartz and it is the smallest, although it is similar to Durland with staircases on the east and west sides and an elevator in the interior.

Bea asked us to consider what we want the architect to do and remarked that, among other factors, we need to weigh the benefits of proper acoustics, the congenial atmosphere and privacy issues. We must consider different architectural approaches and provide sufficient working space for the current Town Hall functions. Kathy added that we expect the architect to provide us with structural knowledge and expertise to provide creative use of space [in the current Town Hall plus possible addition] that works, in a cost effective manner.

Jen commented that the current Town Hall works well in general and the staff likes the open feeling. Chuck and Ginny commented on certain unfortunate aspects of the Chilmark Town Hall which is lack of space and many chopped up small offices and rooms. Ginny remarked that Chilmark has several departments which take up a lot of space seasonally (harbor and beach departments) and have large staffs during the summer. They also take in a lot of money and need access to a secure location in the Treasurer's office.

Jim feels that we need to make sure that the architect plans a building that suits the town's needs, that it is efficient, and a workable space in a cost effective package. He urged that a building design should include a high percentage of usable space. We set the budget and the parameters and have the architect work within those boundaries.

Chuck wants the architect to design an office building to serve the town's needs for the term of financing at a minimum (20 years) and preferably for 50 years. He urged us all to read Sue Hruby's reports to see what is needed. He also cited the need for code compliance and remarked that "form follows function."

Kent: We have limited money for the architect and we need that person to provide all the necessary documents such as the design, the bid package, specifications, etc. We may need to back into the budget but the main job of the architect is to get the building built...to concentrate on the nuts and bolts of the project and to follow code.

Jen: reiterated that although there are substantial problems with the current Town Hall, the building has worked well. The staff likes the light, the congenial atmosphere, the openness, and the opinion is that the current building is a friendly and welcoming place. Other Town Halls are cramped and the interior of the Tisbury Town Hall building is gloomy.

Ginny remarked that one reason the building works well is because the staff is aware of the short comings and they know that they have to work in the building as it is, thus comport themselves accordingly.

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Bea remarked that she has heard from town residents that they are concerned about not only cost but that when there are choices the least expensive options should be selected: pine not mahogany. Kathy and Ginny replied that the least expensive may be less expensive short term but more costly in terms of maintenance and repairs long term. Ginny mentioned the design of the school as an example of a design which has inherent long term maintenance problems, irrespective of choices of materials and construction methods.

Ginny asked about the bathrooms and the need to provide one that can be closed off and used by the VTA patrons when Town Hall is closed. Jen replied that there is a lease with the Historic Preservation Trust to use the restrooms in The Grange building at all times but many people continue to use Town Hall restrooms when Town Hall is open. It was noted that we may need to have 2 ADA compliant bathrooms on the ground floor for use by staff and visitors, as well as ADA compliant restrooms on the upper floors. We must be concerned about the playground only to the extent that it remains as a feature of the final plan. We must be concerned about the parking spaces, and improving the traffic flow, particularly if the buses continue to use the loop.

Bea suggested that we invite Anna Edey to the meeting on the 19th, to present her design concepts. At that meeting we will also create a score sheet for rating the OPM candidates, and we will draft an advertisement for the Architect, for placement prior to 4:00 pm on July 3, for publication on July 11 and 18.

The OPM position application period ends on June 20th and we will meet on June 22nd at 2 pm to discuss applicants and decide who to interview; we will plan to conduct interviews on June 26th with the 27th and 28th as back up dates. To date 15 people have requested packets about the OPM position and one has called to say that he will not apply. We should be able to check references and review and select a successful candidate on the 3rd of July. We would plan to brief the new OPM on July 10th. Prior to that we will compose an advertisement for the architect. The advertisement would be placed on July 11th, will run twice, and applications would be due by the 1st of August. During the intervening time, and in consultation with the OPM will compose a brief for the architect. Bea will write the first draft. We will interview applicants during August and select an architectural designer.

Respectfully submitted,

Virginia C. Jones

Approved with revisions on 2007/06/19