Approved 11/5/26
TOWN OF WEST TISBURY
FACILITIES COMMITTEE
Draft Meeting Minutes — October 20, 2026
Attendees: Jen Rand, Kevin Hatt, Scotty Young, Pat Mitchell, and Greg Pachico.

Approval of September 24, 2026 Minutes
The first order of business was approval of the September 24, 2026 meeting minutes.
Scotty Young moved to approve the September 24, 2026 minutes, and Pat Mitchell seconded.
Discussion: None
Roll Call Vote: Kevin Hatt – Aye; Scotty Young – Aye; Pat Mitchell – Aye; Greg Pachico- Abstained; Jen Rand – Aye.
The motion passed. (4-0-1)

Library Project Closeout Invoices
Ms. Rand presented invoices to close out the library project. She reported that the final RISE invoice was **$12,165** and that ACG approved it.

Ms. Rand also presented an ACG invoice for **$5,000**. She believed this was the final invoice but acknowledged that another invoice might be received.

Ms. Rand requested approval of both invoices. Members were asked if they had any concerns or questions, and a vote was called.
Scotty Young moved to approve both invoices, and Pat Mitchell seconded.
Discussion: None
Roll Call Vote: Kevin Hatt – Aye; Scotty Young – Aye; Pat Mitchell – Aye; Greg Pachico- Aye; Jen Rand – Aye.
The motion passed. (5-0)

Howes House Interior Work and Exterior Lift Project
The Howes House work had been separated into interior and exterior projects. Joe Tierney described the interior work as a small project that could proceed without an owner's project manager (OPM). Tappé had been engaged for that work, but further follow-up was needed because the firm had not responded with an update.

The exterior work, including the outside lift, was expected to be more complicated and might require a variance from the state accessibility board. Mr. Tierney recommended an OPM for that portion of the project because of its size and the need to develop design-service specifications.

The Town had three OPM firms on retainer. The Town contacted ACG directly because it was familiar with Howes House from its earlier renovation proposal. ACG submitted a proposal for $9,625. Its proposed work included developing design-service specifications, conducting site visits, reviewing bid documents, and assisting with the award process as the project moved forward.

A member asked about Tappé and the other design assistance. CHA described Tappé as an architecture and design firm it recommended when assistance was sought for a small project. CHA was already engaged for the police station work and had been comfortable recommending the firm. Members noted Tappe's work on the Tisbury School. The Town had also used the firm previously, possibly for library work, and Beth Kramer was familiar with it. Although the firm completed its work, repeated follow-up had been necessary to obtain responses and results.

The discussion described a shared design effort involving Tappé and Casey Decker, who would provide some architectural assistance at no charge. They also intended to use Tappé for the exterior work because it had already worked in the building. They stated that the engagement could proceed without a large bidding process.

There was concern that the amount appropriated at the last Town Meeting would not cover construction of the exterior improvements. The intention was to advance the project through design and bid documents, secure any necessary accessibility variance, and return to Town Meeting for additional construction funding if needed. Completing those steps would allow the work to proceed when funding became available.

Members discussed the combined difficulties of the building's age, accessibility requirements, and historic district review. Members expressed concern that opposition to changes in the building's appearance would continue to impede improvements. Members described the existing working conditions as suboptimal and were concerned that elevator problems could eventually require programming to stop. Members emphasized the need to continue the work despite frustration over spending additional money after the earlier renovation effort had not moved forward.

Scotty Young moved to hire ACG for $9,625 to serve as OPM for the Howes House exterior project. Greg Pachico seconded the motion.
Discussion: None
Roll Call Vote: Kevin Hatt – Aye; Scotty Young – Aye; Pat Mitchell – Aye; Greg Pachico- Aya; Jen Rand – Aye.
The motion passed. (5-0)

Fire Station Septic Installation
Work was underway on the station septic system. The leaching field work had progressed, and they had added infiltrators. The first portion of the project had moved quickly. Members discussed two tanks, an air blower, and three infiltrators. They understood that one tank had been built and was curing before installation.

The project needed to be fully installed promptly for the County to pay. The contractor knew the deadline and was working as quickly as possible. When the Committee received the bids, it was told it was important to order equipment immediately rather than wait for the Committee's vote on the remaining details. Concern remained that a delay or other problem could jeopardize the funding.

The nitrogen-reducing system required continuing inspection and maintenance. The Board of Health required a maintenance contract to be signed, even though several dates could not yet be completed. The

Board would revise the contract with the start date and inspection schedule once the system was installed and operating. Signing a contract with blank dates was a concern, but the dates depended on the system's actual startup.

The installation and continuing maintenance obligation also had to be recorded at the Registry of Deeds. The Department of Environmental Protection explained that the maintenance restrictions had to remain with the property so any future owner would assume responsibility for keeping the system functioning as intended. The obligation would continue for the life of the system, even though the Town did not anticipate selling the property.

In response to a question about annual maintenance costs, the amount was recalled as approximately $1,000 to $2,000, not $10,000. Another participant cited a residential inspection cost of $1,200. The recording paperwork had been arranged, and a check from Chelsea Joiner was needed before taking it to the Registry of Deeds.

Bathroom Sink Battery
The restroom sink remained out of service because a replacement battery had not arrived. Bruce reported that the battery was ordered about two weeks earlier and had been difficult to obtain. It was described as a specialized battery, not a standard AA battery. The continuing inconvenience of having to use another water source for handwashing was discussed.

Public Safety Building Painting
AZ Painting had painted the rear of the public safety building. The previous paint had been peeling off in sheets. The contractor, which had also painted the neighboring building, was reported to have done a good job and completed additional work.

Library Heating and Controls
The library system was operating, but problems remained with the computerized controls. At times, the thermostats and computer were not communicating with one another. Temperatures were sometimes too warm and sometimes too cold, and adjustments were ongoing.

James from Diamond had been responsive and helpful. Nelson Mechanical had connected to the computer and was communicating with Diamond. With telephone guidance from Diamond, they corrected some problems, including sensor issues, without a technician having to visit. The system was described as complicated, but adjustments were improving. It was confirmed that Alexander could communicate with facilities staff to work through temperature concerns.

Fence Behind the Building
The fence work out back remained unfinished. Joe Tierney had been working with a contractor and was expected to obtain pricing. Facilities staff had asked for an update several times and needed the contractor's name to take over the follow-up.

Ms. Rand will email Mr. Tierney and facilities staff to move the work forward. Staff were asked to obtain the contractor's name and contact the contractor directly. If that contractor could not complete the work, they would need to find someone else. The need to finish the fence was emphasized.

Drone Follow-Up
The previously discussed drone work had not been completed. A member offered to follow up with the Sheriff's Office contact or call John to arrange assistance. The member agreed to call John.

Next Meeting and Closing
The Committee would not need to meet again until CHA was ready, estimated at approximately ten days. The Committee would also follow up with Tappé to advance the Howes House work. The meeting concluded with thanks.

Respectfully submitted by Shawn Ramoutar, Board Administrator