

**TOWN OF WEST TISBURY HOWES HOUSE COUNCIL ON AGING
MEMO OF BUILDING DESIGN COMMITTEE MEETING NO. 2 (Revised 01/24/23)**

PHASE: Preliminary Design
PROJECT: Howes House COA Renovations and Additions
DATE: January 4, 2023
LOCATION: Town Hall and Zoom
ATTENDING: Jen Rand, Town Administrator
Kathy Logue, Town Treasurer
Bethany Hammond, COA Staff
Skipper Manter, Chairman, Bldg. Comm.
James Klingensmith, Bldg. Comm.
Susan Murphy, Bldg. Comm. Chilmark
Bernadette Lyons, Bldg. Comm.
Sean Conley, Historic District
Richard Andre, Energy
Jefrey Dubard
Michael Josefek, ACG
Donald Velozo, ACG
John Keenan, K+K Architects
Antonia Kenny, K+K Architects
Jerry Thiboutot, K+K Architects (Remote)

The following is a record of the above referenced meeting:

Discussion:

1. Skipper called the meeting to order, a quorum was noted.
Antonia noted a Dropbox link was shared and printed copies brought to meeting today: a chronological list of drawings is attached.
 - a. K+K shared images and reviewed photos and final building masses
 - b. Sean gave feedback on what Historic is looking for, said the HDC was “not trying to freeze the past” and that the end result should look appropriate for the Town center.
 - c. There was discussion about 1967 image with the old porch closed, and about deck / porch from a pre-1960’s with open shingled columns. Susan noted to not get locked into previous poor additions
2. Jen asked if all offices stayed in general location where they are (in the back) and the porch is the front.
3. Kitchen will probably be in the basement due to space.
4. Large open rooms were mentioned in various focus group meetings
5. Kathy likes image 30 but still issues with sight lines; JJK noted entrance doesn’t work because it is located where the transformer currently is. Antonia noted trying to keep massing near center of the building. Also two large stairs are required far apart, but can’t go near front, street side.

6. Discussion about moving existing generator; MJ noted it can be moved, just need to schedule / design early enough for utility companies; Skipper noted it is a Library generator.
7. Antonia noted Kathy is looking to fill in smaller areas.
8. Back entrance location reviewed; it will be the main entrance, new possibly facing Library
9. John K noted that we need to do new parking; Antonia noted our assumption is to keep sharing and no new parking. MJ noted that the increase in size and use may require more parking, might need to get relief from town.
10. Richard noted the generator is for Library and we should possibly consider a new one for both buildings; there is a restriction on the location.
11. John K noted that center upper parking and entrance could be reconfigured to provide additional parking. John also noted underground fire suppression tanks are under walkway, may restrict canopy support footings. Drop off could be close to lining up to Library center walkway.
12. Skipper noted that the basement needs two means of egress; K+K confirmed
13. Discussion about site lines exiting parking lot to split in road, JJK thinks moving closer to corner could help.
14. John K noted keep existing HH as much as we can. It will be moved during construction; do we need to keep it where it currently is or can we move it towards the art gallery. Sean said yes, you can slide it, move; not trying to freeze past, would like to keep a connection to past and make sure it is appropriate to Town Center.
15. John K noted that moving the original structure to the street and everything flows back towards Library. It was noted Historic is okay. MJ noted that most folks wouldn't even know the building was moved to rework the site. Rotate to align with road / Library
16. Antonia asked about the trees between HH and art gallery; MJ asked if Town Arborist could look at this; Jen noted they have a tree committee that could review this and that 3 – 4 substantial trees were removed from Field Gallery and it didn't have a big impact on the site. Any trees being removed would need to be approved by Historic District and any healthy tree might not get approval to be removed.
17. Solar canopy discussed, location what it might look like.
18. Kathy noted Library south roof was designed to accept solar. Richard wasn't sure if it was included in construction. Kathy noted it was designed in and it wouldn't be too difficult to add.
19. Skipper
 - a. Contact utility company generator
 - b. Other utilities
 - c. Tree removal / replacement
 - d. Thin down some of images to stay focus moving forward
 - e. Fill in alcove near proposed stair good idea
 - f. Need to talk more about exterior so we can then work on interior
 - i. Jen noted interior will dictate exterior because of use. The exterior was looking great but the interior then had issues with sight lines.
 - ii. Skipper doesn't want to get too bogged down with interior at this time
 - g. Richard noted relocating generator would be conversation with Building Department and Fire Department, not Utility company

- h. Kathy note the generator is for sprinkler system along with heat and plumbing (public water supply), will probably need to be replaced and relocated. Richard agreed and noted it supplies power for public water supply.
- i. Skipper noted both buildings need adequate back up power

20. Jen asked when is next meeting and what is expected.

- a. Skipper doesn't know if K+K has enough info to move forward yet
- b. Antonia wanted to discuss schedule, it's really abbreviated, do you need something for Spring Town Meeting
 - i. Jen noted Spring Town Meeting is to get final money for design and ACG contracts. Doesn't believe there is expectation that anything would be presented to voters final docs but at least a gist of what is being design; general building and first round of cost estimates. That we will need to get enough consensus to get 9 million dollars if that is what this will cost.
 - ii. MJ noted that we need to get some consensus from Historic
 - iii. Jen agreed and that is why Sean is at this meeting (virtually)
 - iv. MJ said that by providing K+K info about picking up and moving building would be acceptable to building committee, is an advantage.
 - v. MJ noted that dealing with Eversource will take a long time, particularly the transformer, not the generator, will take time. We should look at Civil implications for transformer and generator locations. This will help to shape the new footprint. MJ noted that Kathy said the current generator is too small anyways. K+K needs to get Eversource on board asap.
- c. Donald noted that we need an in-depth Work Plan from the Architects so we can see how everything is going to flow with engineers.
 - i. John K said need to get survey done first to find out accurate info, info we currently have is not as-builds
 - ii. Next drawings will show proposed footprint to include portion of HH
 - iii. Donald said that if we are going to be engaging engineers that the electrical engineer, for example, will be working with Eversource.
 - iv. Donald said that if K+K could provide a plan in a week then present to building committee in two weeks that would be great.
 - v. John K said K+K can do that.
- d. Skipper, when does K+K think they can get back, answer two weeks.
- e. Skipper, second question, where do we move building (parking lot) and how long will it take up parking lot.
 - i. Jen asked how hard is it to move it, could it go to Field Gallery
 - ii. MJ noted that they might be able to pick up and move over 8 feet or so, not towards parking lot, more towards final location.
 - iii. Jen asked while the new foundation is being built can't we just lift it and then dig foundation rather than move it to parking lot?
 - iv. MJ thinks keeping building in its current location, just lift up what will remain and not taking up the parking lot.
 - v. Skipper agrees with MJ, same with Jen

- f. Skipper noted they need to discuss temporary location for HH staff during construction.
 - i. Jen noted we should rely on HH staff to figure out
 - ii. Skipper thinks there should be a separate smaller subcommittee to work with the HH staff to figure things out
 - iii. Kathy said HH staff should be able to let us know what they need
 - iv. Jen noted that HH staff also noted they might want to take HH on the road during construction
 - v. Kathy said operation not building committee's problem
 - vi. Skipper said we need to work through the problem because the cost is included
 - vii. Bernadette thinks HH staff needs to be a part of conversation
 - viii. Jen thinks staff needs to run the meeting, Jen and Bernadette say Building Committee / Town are here to help.
 - g. Kathy noted previous meeting minutes noted engaging community by end of January. Needs to happen while K+K and ACG are working on the design.
 - i. Jen and Skipper agree meeting could be next Wednesday at 8:30 am
21. Skipper asked K+K if 11 am on Wednesdays are okay for future meetings as they have a 9:30 in Chilmark; K+K said yes. Building Committee said they will make it work. When Chilmark is done we can go back to 8:30 in the future. Once a month, W. Tisbury meeting will be changed due to conflict.
 22. Kathy asked about staff vacating building. MJ said we need to look at that. Is it a 12 or 24 month project.
 23. MJ said ACG and K+K should meet next week to discuss project schedule, details.
 24. Skipper noted that the project could take an extra year or two because of being on the island.
 25. There was further discussion of utility companies' speed and availability of generators (up to a year).
 26. Jen noted Building Committee needs to think about questions to be asking.
 27. Jen asked about hybrid format:
 - a. Next week committee meeting on zoom only
 - b. Meetings with Architect hybrid.
 - c. All thought it worked well
 - d. Skipper noted it's a great way for public to attend
 28. Susan asked about next money request at Town Meeting.
 - a. Jen noted next meeting is to get design money, and that she would like a special town meeting for construction funds.
 - b. Skipper would prefer to wait to Spring Town Meeting; Susan thinks that is the way to go and maybe prices will go down by then.
 - c. Susan continued that time should be spent working on how to work the building into the community. Jen noted that the building is going to be limited on this site, the programming is almost irrelevant because the site / building is deeply constrained, but is not an impediment to moving the design forward.
 29. Jen noted that building redesign is not going to provide all the wishes / programming from focus group because the building is so small. The job of the Building Committee is to explain this to the citizens.
 30. MJ noted that whatever K+K designs and HDC approves will drive this project, the program will have to work within it.

31. John K said he would hesitate to extend the project out another a year or more, inflation is still happening.
32. Kathy noted that we may need to push out to next spring and not fall town meeting.
33. Skipper asked if there were any other comments, none heard.
34. Kathy made a motion to end the meeting, Susan seconded it and took roll call, all approved.
35. Meeting ended at approximately 9:46 am.

SUBMITTED BY:

Antonia A. Kenny, R.A.
KEENAN + KENNY ARCHITECTS, LTD.

cc: ACG, Jen Rand