



KEENAN + KENNY ARCHITECTS, LTD.

**TOWN OF WEST TISBURY HOWES HOUSE COUNCIL ON AGING
MEMO OF BUILDING DESIGN COMMITTEE MEETING NO. 8 – June 7, 2023**

PHASE: Preliminary Design
PROJECT: Howes House COA Renovations and Additions
DATE: June 7, 2023
LOCATION: Town Hall and Zoom
ATTENDING: Jen Rand, Town Administrator
Kathy Logue, Town Treasurer
Bethany Hammond, COA Staff
Skipper Manter, Chairman, Bldg. Comm.
Bernadette Lyons, Bldg. Comm.
Dan Waters
Adrian Higgins, Bldg. Comm.
Sean Conley, Historic District Commission
Michael Josefek, ACG
Donald Velozo, ACG (Remote)
John Keenan, K+K Architects
Jerry Thiboutot, K+K Architects (Remote)

The following is a record of the above referenced meeting:

Discussion:

1. Skipper called meeting to order, a quorum was noted.
2. May 17th Meeting Minutes, Kathy made motion, Bernadette Seconded to discuss.
 - a. No comments or discussion.
 - b. Skipper did a roll call to approve the Minutes as revised; unanimously approved.
3. Skipper reviewed two invoices for the Committee to review / discuss / approve.
 - a. K+K's invoice number 2023-36 is for \$17,100.00
 - b. ACG's invoice number WTHHP8 is for \$8,795.00
 - c. Kathy moved to approve; Bernadette seconded.
 - d. No comments or discussion, motion passed.
4. JJK reviewed revised drawings:
 - a. John initially discussed concerns with previous design, that the overall massing was too big, windows looked too modern, etc...
 - b. John went on to discuss the changes in the design since last time the Committee met which included the following:
 - i. Smaller building masses.
 - ii. Covered entryways revised.
 - iii. Access from outside from ramp to terrace.

- iv. Change in windows to more traditional style, except for the south elevation's clearstory of glass from first to second floor.
 - v. New mechanical flat roof at rear of building to conceal HVAC equipment.
- c. Bernadette asked if K+K could add to the elevations and 3D views where they are facing, either the library, street, etc.
- d. There were discussions regarding the change in size and number of restroom fixtures along with how they should be named.
 - i. Each restroom is now being shown as a single occupant accessible restroom.
 - ii. It was mentioned that having a urinal in the men's room would be a good idea and well received. However, Bethany noted that if these rooms were going to be unisex then women have told her they would prefer not to use a restroom that has a urinal in it.
 - iii. It was mentioned that urinals save water over toilets.
 - iv. Mike J noted that if you add a second fixture to a men's room then you would need to add a second one to a women's room, in this case a second toilet which would also require toilet partitions which in turn requires more room.
 - v. Jen noted she thought non-gender bathrooms would make the most sense.
- e. Regarding the changes in the current design, John noted that we have reduced the overall square footage from the last design the Committee was asked to review.
- f. New ramp access into the building was reviewed.
- g. John explained that the new terrace could be used in a variety of ways, from a seating area to an entertainment area.
- h. There was some discussion about narrowing the proposed stair widths at the interior of the building based on code minimum requirements and a fire protection system.
 - i. Skipper noted that wider stairs would be preferable.
 - ii. John suggested maybe reducing the width of the secondary stairway.
 - iii. MJ asked why we shouldn't keep it as currently designed.
 - iv. Kathy noted not having an area of refuge that having wider stairs would be more useful in everyday use but also in an emergency.
- i. Square footages were reviewed both existing, previous proposed and current proposed:
 - i. Existing Basement = 2,659 SF
 - ii. Existing First Floor = 2,588 SF
 - iii. Existing Second Floor = 900 SF
 - iv. Old, proposed footprint as presented in Meeting No. 5 = 3,303 SF
 - v. Old, proposed total (3 floors) as presented in Meeting No. 5 = 9,909 SF
 - vi. Current proposed Basement = 3,239 SF**
 - vii. Current proposed First Floor = 3,136 SF**
 - viii. Current proposed Second Floor = 3,114 SF**
- j. Square footage costs were discussed, John noted we are estimating approx. \$800/SF.
 - i. Others noted it could be higher.
 - ii. John said that on the Chilmark Fire + EMS HQ's they were higher and quoted a couple of figures \$900 - \$1,000 / SF.
 - iii. Adrian noted that this project does not have a financial commitment from either Aquinnah or Chilmark at this time. He continued by saying the current design is an improvement from what had previously been shared but it is still about \$10 million dollars.
- k. Adrian noted that parking at this location is still a problem and is a problem in the whole area affecting the entire Town.

- i. Adrian thinks the Planning Board should be brought into this project early on to ask for their opinions on the project before we get too far.
 - ii. Adrian believes this Committee should be prepared with all the answers to all the questions they should be anticipating from the boards and the communities.
 - iii. Adrian further noted that the most recent project in Aquinnah went too far in design without public comment / review and has come in too high for what the residents are willing to pay for.
 - iv. Adrian thinks this committee needs to go to the Public, to the Planning Board and to others in all three communities to build support for the project and to get feedback so adjustments can still be made to the design.
- l. It was noted that the committee should answer these and other questions amongst themselves first.
- m. Mike J explained what ACG and K+K were asked to provide to get to this point, to provide information to show committees and boards along with the public something. Regarding the 3 Towns working together and coming up with an agreement that will be up to this committee. Mike also noted that what determines the number of parking spaces required is based on the building's square footage and that the design team is working on this.
- n. Adrian noted that the Town already has a parking problem and by adding programs to this building in this location doesn't make sense to him.
- o. Bernadette spoke about getting feedback from Towns and then scale back the size of the building later. She feels we need to present more rather than less because she feels you won't get folks to approve more later.
- p. Adrian noted how Aquinnah and their Town Hall issues have caused problems in that community and that we should be more conscious of all the pitfalls before presenting to other Towns.
- q. Bernadette spoke about this building is for public use and certain things are needed that aren't needed for residential type projects.
- r. Jen noted that she and Kathy discussed parking earlier today. She asked how much square footage added to this project is not directly related to programming and how much is related to code requirements. She further noted that other parking solution could be that the staffs of the CoA and Library along with Gallery all park in the Gallery lot which would free up spaces for people visiting these buildings. Additionally, she noted that this project shouldn't negatively impact the parking at Alley's across the street.
- s. Skipper added that this project should project out 40 years, which includes parking issues in the Town.
- t. Bethany explained that different local community organizations are now working together to coordinate events and schedule activities to help solve the parking problem.
- u. John provided some additional square footage numbers:
 - i. Net increase in gross square footage 3,292.
 - ii. Bathroom square footage 270.
 - iii. Stairs square footage 480.
 - iv. Elevator square footage 240.
 - v. Mechanical square footage 1,000.
 - vi. Total is approx. 2,000 SF of code required spaces.
- v. Kathy thinks having the code requirements square footage in hand is an important figure to share with everyone as they begin to present this project.

- w. John noted the net increase is 2,300 SF.
 - x. Mike J noted that the focus groups who met early on asked for programs that would require more square footage, perhaps as much as 2,000 SF.
 - y. Kathy reminded everyone about Sean's comments in a previous meeting regarding the need to reduce the amount of circulation in the earlier buildings design.
5. The committee returned to reviewing the plan and elevation changes to this current design.
- a. Skipper noted that keeping the kitchenette outside of the multi-purpose room on the second floor was preferred.
 - b. Kathy asked about the proposed use for the multi-purpose storage room, John said it could be used to store tables and chairs.
 - c. Focus turned to the front elevation and that K+K is now showing a shed roof over the existing front door where previously we had removed the roof entirely. There had been discussion about deleting the door altogether, however keeping it with a roof helps break up a large flat facade.
 - i. Jen noted Historic said we need a door facing the street.
 - ii. Sean felt the front elevation still needed work.
 - iii. Jen said she likes the fact that the bay window has been removed. Mike J later mentioned that the bay window wouldn't work with the new plan layout.
 - iv. The committee reviewed a side-by-side comparison of the proposed and existing front elevations to review the differences.
 - 1. Sean believes the existing front façade is more complex than what is now being proposed. He would like to see something more in the new design, that this elevation is not there yet.
 - 2. Discussion about adding two doghouse dormers on the front elevation like what is currently there (only one currently on the building).
 - 3. The first and second floor windows on the left-hand side of the elevation should be moved to the right (plan south), because there is too much space between windows.
 - 4. Bethany asked can we change the original historic parts of the building.
 - 5. Sean thought the original design had more detail / more interest in the front façade.
 - 6. Adrian noted it shouldn't be difficult to add dormers.
 - 7. Adrian also suggested showing all the double hungs as equal divided lights rather than the 6 over 1 currently being shown.
 - d. Currently, Historic presentation scheduled for 14 June 2023.
 - e. Kathy said that she liked the changes made and presented in this current design.
 - f. It was further suggested that not just the windows but the columns on the porch facing the library should also change, to be smaller in size.
 - g. Kathy also noted that the wall of glass on the south side of the building will be great but acknowledged that the existing trees will block out most of the light.
 - h. Mike J asked that K+K show trees and planters on the drawings, at least the 3D views to help show how difficult it will be to see the south elevation from the street.
 - i. Adrian said that he likes what we have for a design, he estimated that we are 75 – 80% for design and now the committee should work on other paths to get community approval for this project.
 - j. Adrian said he would like to bring the Planning Board in on the project at this time.
 - i. Kathy asked why.
 - ii. Adrian said that the Board should be involved early on in the project.

- k. John noted the original historic design is far different than what folks see on site today.
 - i. Sean responded that what is existing now is what is appropriate to the area now. He feels three sides of the building are looking good and an improvement on what is there now. He still feels the front elevation needs work.
 - l. Kathy discussed the septic system.
 - i. She asked Jen what will we need to provide them next.
 - ii. John asked who makes the call on the septic, local or county.
 - iii. Whole project needs to be brought to MVC, probably only one hearing Jen speculated.
 - iv. Kathy suggested not waiting until after fall Town meeting to schedule to meet with the MVC for their review.
 - m. Skipper noted that we need a calendar to set time frames for different activities moving forward.
 - n. Mike J said they want to know what the load on the septic system is now that we have that based on this new design, civil engineers can begin their design.
 - i. John said the engineer said based on his understanding of the project that there will be no real increase in nitrogen loading.
 - ii. There was a question as to the name of the civil engineer: Coastal Engineering Company out of Orleans, MA.
 - iii. John explained the system will be designed so it has no net increase over the current system regarding nitrogen.
 - iv. A comment about the commercial kitchen was made and the need for a grease trap being installed. John confirmed that if the existing system is okay to use then that would be one main change to it.
 - v. John further added that if the Town wanted to add the gallery restroom to this septic system, now's the time to design that in.
 - vi. Mike said that the MVC will need a complete civil / septic plan with report.
 - o. Adrian mentioned that the State was moving quickly on its roadwork project adjacent to this building.
 - p. Bethany asked about website updates to be shared with the public.
 - i. Jen said she has been holding off on sharing the designs per the committee.
 - ii. Jen noted no drawings are currently on the website previously set up.
 - iii. Jen believes the committee should have been sharing the designs / sketches / etc all along.
 - iv. Adrian suggested putting up progress drawings in Town Hall might be a good idea so folks can see the progress.
6. Sean noted that next week's Historic meeting will be a hybrid at Town Hall and online.
7. Adrian asked about what will happen to the existing trees on the site (south side).
 - a. Kathy asked that K+K show them on our drawings.
 - b. K+K will show them at least in the 3D views.
 - c. Mike thinks the trees will help break up the views.
8. It was confirmed that the project will be presented at Wednesday 14 June 2023's Historic meeting at 5:30 pm. This will be after the 11am meeting of the building committee earlier that day to review the changes K+K have been asked to provide.
9. Skipper asked if there were any other comments, none heard.

10. Skipper made a motion to end the meeting, all approved.

11. Meeting ended at approximately 12:14pm.

Submitted by:

John J. Keenan, R.A.

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cc: Mike Josefek, Don Velozo, ACG