



**TOWN OF WEST TISBURY HOWES HOUSE COUNCIL ON AGING  
MEMO OF BUILDING DESIGN COMMITTEE MEETING NO. 3 – January 18, 2023**

PHASE: Preliminary Design  
PROJECT: Howes House COA Renovations and Additions  
DATE: January 18, 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 (Remote)  
Bernadette Lyons, Bldg. Comm.  
Richard Andre, Energy (Remote)  
Jefrey Dubard  
Sean Conley, Historic District Commission  
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

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**Discussion:**

1. Skipper called meeting to order, a quorum was noted, 6 of 7 attending.
2. January 4<sup>th</sup> and 11<sup>th</sup> Meeting Minutes, Kathy made motion, Jim Seconded to discuss:
  - a. Kathy, re: meeting #2 on Jan. 24<sup>th</sup>; Kathy wanted to clarify more footprint wanted
  - b. #14, move toward museum should be changed to Art Gallery
  - c. #19d “Look it in Design”, remove
  - d. #20c in-depth plan should be a Work Plan or schedule
  - e. #20b Skipper said Spring not Fall Town Meeting
  - f. Skipper asked for additional comments
  - g. #10 per Richard Andre, wants to add restriction for location of generator(s)
  - h. Skipper did a roll call to approve the Minutes as revised; unanimously approved
3. MJ noted there would be a meeting between ACG and K+K particularly regarding the site
4. JJK reviewed First floor plan:
  - a. Skipper noted this is for discussion, early design
  - b. Skipper asked to show the State Road and Library be shown on plan
  - c. Skipper asked K+K to outline original building footprint for clarity
  - d. James asked for NE corner of building to be filled in to gain more space, maybe only 100 sf but could help. Kathy noted about the jogs in building footprint would need to be approved by Historic but thinks there are still issues with sight lines in building with the jogs.

- e. James noted the extra space could be used for additional storage, wheel chairs or files
  - f. Skipper noted maybe even another office
  - g. JJK said K+K were trying to keep the existing building as a stand alone, Skipper said Architecturally and Historically it makes sense
  - h. Antonia noted that perhaps in some of these areas providing basement and first floor spaces, but stepping back on second floor
  - i. Skipper said we should keep our options open
  - j. JJK noted could move the stair up, need to have egress to outside but would need to be two stories
  - k. JJK also noted that the building needs to be taller, 10 foot high each floor; need to add height to Howes House, currently part of second floor is almost useless
  - l. A request was made for paper copies of designs, MJ noted electronic files can be provided.
5. JJK reviewed site plan with separate entrance and exit and one way flow:
- a. Gain one parking space and two drop-off locations
  - b. Would need to move some existing utilities
  - c. Skipper asked about discouraging a second curb cut, takes away from country feel - MJ thinks it makes sense for safety.
  - d. Skipper agrees that it makes sense on paper but couldn't support two curb cuts; also concerned about historic issues and safety issues, but doesn't recall any accidents
  - e. Kathy thinks it's worth exploring and both she and Jen like more parking
  - f. Kathy noted that much of the parking is semi permeable parking delineated by pavers and not paint. Wants to make sure there won't be any concern about paving over utilities. MJ noted that covering over utilities on a project of this size not an issue.
  - g. Bethany noted she watches folks drive the wrong way in the parking lot constantly
  - h. JJK reviewed location of potential employee and HC parking.
  - i. Sean noted he didn't have a problem with two entrances, thinks people will get used to it.
  - j. Jen thinks going with two curb cuts can help with Alley's entrance across the street; noted we only have one chance to make this change if we can. She hopes Skipper will reconsider going with two curb cuts
  - k. Skipper noted you will lose two spaces in front of the Art Gallery, JJK noted that was south of the exit being proposed and they would remain. Road widens south of this site
  - l. Skipper thinks the sooner going to Town Boards to get their opinions before finalizing anything would be a good idea, in a couple of weeks or so.
  - m. Kathy suggested if going to these committees if a satellite view can be shown to include entire site and across the street. Thinks moving the egress further away from Alley's should help.
  - n. Further discussion and reviewing a Google map view caused continued discussion on the site and two curb cuts being proposed.
  - o. Skipper noted the real issue is parking and the need for long term space; he noted another property along State Road; perhaps not for this project but for future projects, activities.
  - p. JJK noted that the existing leaching field will need to be reworked.

- q. MJ noted that new trees can be planted to help bring back the green spaces where the new driveway / curb cut is being proposed.
  - r. Kathy noted that removing some of the trees could provide more light to the buildings.
  - s. JJK noted that the plan is approx. 3,500 SF on First Floor.
6. JJK reviewed the First Floor plan:
- a. Square Footages were noted.
  - b. The Hallway in front of elevator needs to make sure a stretcher can fit, JJK noted it would be at least 5' wide.
  - c. Kathy asked about sight lines to restrooms.
  - d. Antonia noted that trying to give as much of a visible view as possible but some privacy is nice and perhaps cameras could solve that issue.
  - e. Jen noted they don't want a big warehouse.
  - f. James talked about making sure camera's wiring should be installed even if cameras won't be installed immediately; JJK noted that the IT consultant would include that.
  - g. MJ agreed and said it's done in schools.
  - h. Jen said she doesn't think, without using cameras, Bethany can see everything from her office other than using cameras
  - i. Bethany reviewed sight lines and noted some areas like bathrooms need to be private.
  - j. Call buttons rather than cameras should be installed in restrooms.
  - k. Skipper noted this is just a draft
  - l. Bethany thinks the walls between reception and restrooms could be half walls for better views.
  - m. Kathy noted better separation of offices for privacy, maybe insulation of walls
  - n. Jen noted she can't hear folks when her door is closed; Kathy said maybe needing to talk louder could be an issue, JJK said insulating walls not an issue.
  - o. Jen noted in 2024 technology is getting better and seeing more things is easier, Skipper noted you are 'always on camera'.
7. JJK reviewed Second Floor plan
- a. Storage at Second Floor is not full height
  - b. JJK noted that perhaps adding a kitchenette could be helpful, others agreed, w/sink and small frig.
8. JJK reviewed Basement plan
- a. AK said we are trying to get feedback with these Schematic Plans so we can provide a better product in the end, these are just the first layouts for review.
  - b. Skipper discussed commercial vs non-commercial Kitchens.
  - c. AK noted she forwarded room sizes to ACG and Jen for reference.
  - d. Bethany talked about planning for a few decades, the possibility to provide a more substantial food program.
  - e. The Current kitchen is 13'x 8'-6"
  - f. MJ noted that a commercial kitchen will require an ansul system and exhaust hoods vs. an elaborate residential kitchen. He noted the difference between commercial and

residential style kitchens; one could produce food for the public the other would only have catering.

- g. Kathy thinks a commercial kitchen should be included; James thinks a commercial kitchen should seriously be considered.
  - h. James thinks bathrooms are too large. Maybe take bathroom space and add to storage which will be needed for file storage, etc; doesn't think there is enough storage being shown.
  - i. MJ noted underground storage with landscape above happens all over Boston, he noted that his budget included this; it was noted behind the kitchen could be a place to gain basement space.
  - j. Bethany noted they need a pantry in Kitchen area with large freezer and refrigerator and that during Christmas / Thanksgiving they store 25 turkeys.
  - k. JJK noted the Falmouth Senior Center has a full-blown commercial kitchen where 3 meals a day are served with a full menu.
  - l. AK said the kitchen needs to be larger, but definitely needs storage, if underground is doable that would be okay.
  - m. MJ noted the whole program will never fit on this site.
  - n. Kathy noted the multi-use of the exercise / dining is a good idea but needs resilient flooring; also agreed needed to utilize more underground space. Kathy said there is not enough space for all the walkers, commodes, wheelchairs etc, and underground storage perfect for those sorts of things. Thinks commercial kitchen should be considered plus teaching space for cooking should be considered.
  - o. MJ noted elevator could be revised to a limited use / limited access could reduce size
  - p. A couple of folks voiced that a full elevator should be installed, currently have a limit use lift and not affective.
  - q. Skipper noted that the Exercise room should be noted as Multipurpose room
  - r. JJK asked about Kitchen on first floor. Jen said the kitchen needs to be adjacent to a large space; this is going to be more important moving forward.
  - s. Sean suggested access to Kitchen from front stairway so not to bother exercise classes.
  - t. MJ asked if having a basement access in NE corner of building would be helpful to deliver products to and from kitchen
  - u. It was noted that the elevator and ramp could allow access to get to kitchen, the length may not be viable.
  - v. Skipper thinks maybe restricting access to building during certain hours
9. MJ noted we are very limited on space; Committee needs to see a perspective of the exterior to get an idea of the shape of the building.
10. MJ asked if the committee is okay with the start of this design:
- a. Skipper said this is a good start with the addition of today's comments
  - b. Kathy asked do we want some separation between old and new and maybe enlarging the building South
  - c. Jen noted Historic did provide pushback on what they saw from the street, noting when stairs were seen on the south side in the feasibility design that lights would be on all

night. Skipper said perhaps giving Historic an update and get their opinion about a second curb cut.

- d. Jen noted giving Historic a list of the spaces needed for both required elevators, stairs, etc. vs program spaces. Sean discussed the elevator tower off by itself of the south end was the issue during feasibility design
  - e. Kathy asked if there are code requirements for the number of restrooms being shown. JJK said it will be based on occupancy.
  - f. Kathy noted that if the other restroom on first floor should either be accessed from Med exam or deleted, she thinks there are a lot of bathrooms being shown.
  - g. Discussion about removing two stalls in the first-floor restrooms and deleting the medical restroom but adding sink in med exam.
  - h. Bethany said lots of foot traffic looking for restrooms and it would make more sense to keep them on the first floor. Kathy said she thinks Med Exam should only have a sink.
11. Jen asked if there was an email regarding composting toilets; Skipper noted there was a waste water concern.
- a. Jen said Chris Alley called and there may be some capacity issues with current septic system and site.
  - b. AK noted composting toilets should be decided soon because they need additional space, probably in the basement.
  - c. Jen noted that review of existing septic system and well should be performed.
  - d. Kathy noted there was a restriction for the library project for the septic system / restrooms. JJK said code will also require certain components.
12. Next step per MJ, K+K need to show 3D views with this design concept looking different areas around building; engineers need to review site / septic issues, get the block of the building and 3D on site with Google. Just massing for now per MJ, no windows. JJK discussed ridge locations and elevator shaft.
- a. Perhaps have something in two weeks to show committee
  - b. Skipper thinks something should be shown to Library sooner rather than later
  - c. Kathy said the public engagement should be held until committee agrees on plans
13. Discussion for a meeting with the Planning Board:
- a. Every other Monday Planning Board meets, Skipper thinks maybe attending one of those meetings.
  - b. Jen said you'll need highway access permit from Mass Highway for a second curb cut.
  - c. Two weeks from now there wouldn't be a formal meeting with Planning Board, just looking for either a hard no or going in right direction.
  - d. Need a design to review by Wednesday by 11 am in two weeks.
  - e. Then could meet on Monday the 6<sup>th</sup> of February if that is a regularly Planning Board meeting; Jen to confirm.
  - f. AK commented on Elevator height, are there height restrictions? JJK noted that this is an existing non-conforming structure (ZBA).

14. Jen confirmed plan is to have 1 Feb Building Committee meeting at 11 am, then 1 Feb at 5:30pm to meet with Planning Board and Historic District Commission. Jen noted she can run hybrid from Town Hall in case anyone from the public wishes to attend. Jen said the Planning Board and HDC is simply to get their opinion on the project.
15. Then plan for a Public Forum on 16 Feb. at 5:30pm, totally Zoom.
16. Jen talked about public engagement, perhaps a standalone website for this project to include everything, costs, project requirements, etc. Jen to meet with someone to discuss further and to see how this site can be absorbed into the Town's website in the future.
17. Jen also noted using the Town's Facebook page to generate more public interest and an Instagram page could be set up for this project to get younger folks interested. Jen said they will be setting up the website for this project this week – under "Howes House project".
18. Skipper asked if there will be a way for folks to ask questions on the site. Jen noted questions could be via a link to an email not a live comment feed.
19. Skipper asked if there were any other comments, none heard. Skipper made a motion to end the meeting, all approved.
20. Meeting ended at approximately 12:41pm.

Submitted by:

Antonia A. Kenny, R.A.

KEENAN + KENNY ARCHITECTS, LTD.

cc: Mike Josefek, ACG

Jennifer Rand, Town Administrator