

Approved 10/26/22
TOWN OF WEST TISBURY
Howes House Building Committee
October 14, 2022

Present: Skipper Manter, Kathy Logue, Jim Klingensmith; Bethany Hammond; Bernadette Lyons; Susan Murphy, Mike Josefek, Donald Velozo, Susan Collins, Richard Andre and Adrian Higgins

The meeting was called to order at 8:37 AM.

Minutes of 10/7/22: *J. Klingensmith motioned to approve the minutes of 10/7/22. K Logue seconded the motion. The roll call vote on the motion was unanimous in favor.*

Architect Interview Questions: Don Velozo shared his screen to display the proposed questions, and they were reviewed as follows:

- 1) Kathy asked how whether ‘this initial phase’ should be better defined? The question was revised to read something like ‘Are you committee to meet with the necessary boards, committees and stakeholders during the initial design phase?’
- 2) OK as proposed
- 3) OK as is.
- 4) OK as is except use ‘fallen’
- 5) There was a discussion about LEED certification vs. general sustainability. Richard added that we should ask about the upgraded 2022 stretch code, as that is the new standard the town will be using. The question was revised to read something like ‘Describe your experience with the 2022 upgraded stretch code and specialized energy codes, as well as your more long-term experience with LEED buildings.’ Richard also noted that we will be eligible for grants from the Cape Light Compact and should be sure to apply.
- 6) OK as is
- 7) OK as is (but see notes later)
- 8) OK as is (but see notes later)
- 9) OK as is (but see notes later)
- 10) Mike and Don explained that we want to be sure to understand anything that would be an extra charge in advance. OK as is

Adrian asked about the budget, and the importance of keeping budget and public comments front and center from the beginning. Kathy concurred that drawing a line on the budget and the message on that is critical, as the town’s past experience with different buildings and teams has shown. Mike noted that they make designers conform to the budget, reviewing it beginning at

the 30% phase, so things never get way off track. Thus far, he said, they had never had to go back to town meeting for more funds.

Skip said he thought this was a good list – was there anything more to add?

Bethany and Kathy thought we should add the historic and COA components and perhaps combine the existing questions 7-9 to include that perspective as well. Skip thought there should be a follow-up question regarding a design that did not go so smoothly.

The committee agreed to have Kathy work with ACG to finalize the questions in line with this discussion, after ACG sends the revised draft and before they are forwarded to Jen to send out to the architects being interviewed.

Joint meeting of the Select Boards: Skip quickly summarized the meeting with the select boards, and noted that no board members were able to attend from Aquinnah. There are concerns about whether Aquinnah can afford 1/3, and Warren Doty noted some concerns about whether the COA was truly serving all three towns. Bethany was able to show through records of engagement that it was, and Kathy had noted that the COA staff and focus groups were specifically seeking out ways to reach and serve the younger seniors. Skip noted that we should be kept informed about the other two towns, and try to attend the Aquinnah meeting if possible.

Focus Groups: Bernadette noted that their final meeting was today. The group would like to present their report in person rather than on Zoom if possible, but wanted to do that before we chose an architect and hold back the written report. Kathy said she thought the report should be issued several days in advance in writing so that we could review it, but the meeting should definitely include the selected architectural team, as the feedback was critical to the early design phase.

It was agreed that the focus group team would meet with us in person on November 2nd at 8:30 AM, but at either the Howes House or Library program room, as the Town Hall room is just not big enough for the number of people likely to attend. Both firms should be informed about this date with the questions next week, so that they are available in the event they are chosen.

The next meeting will be held on October 26th at 8:30 AM for the committee, including interviews at 9 and 10.

The meeting was adjourned by roll call vote (moved by Kathy and seconded by Jim) at 9:40 AM.

Respectfully Submitted by Kathy Logue