

*Approved 10/5/22*  
**TOWN OF WEST TISBURY**  
**Howes House Study Committee**  
**August 30, 2022 8:30 am**

**Present:** Skipper Manter, Kathy Logue, Jim Klingensmith; Bethany Hammond; Bernadette Lyons; Jennifer Rand, Beth Kramer, Susan Silk, Cindy Trish, Anita Botti, Bonnie, Eunki Seonwoo

**Survey Discussion:** Bernadette reported that her committee had been discussing the survey concept, and with the assistance from Cindy Trish of Healthy Aging MV (HAMV) they determined that focus groups would be a better way to elicit the information the committee needs to develop the final design of the building. Cindy then explained in a short presentation the information that HAMV already can provide, and the type of information she thought the town would need to be responsive to the needs of the community. Cindy explained that a focus group would need someone to organize it and assure that the proper people were invited and that they actually showed up. She said serving some food and coffee always helps. She said she would be able to moderate the sessions. Skipper asked the cost. The expectation was that it would be less than \$1,000 unless a professional company was hired to run the focus sessions in which case it would be much more expensive. Jim expressed concerns that this was a more complicated approach that would take too much time. Cindy said that a survey would take just as long and likely yield less information.

After further discussion it was agreed that that the forum idea would work and the committee was asked to take it forward.

**Addendums to RFP:** Jen asked the Committee to allow her to work with the OPM to send out addenda as needed for the Architect RFP.

*K. Logue motioned to allow Jen to send out addenda as needed. J. Klingensmith seconded the motion. The vote on the motion was unanimous in favor.*

*Respectfully Submitted by Jennifer Rand*