



KEENAN + KENNY ARCHITECTS, LTD.

**MEMORANDUM OF MEETING (Minutes of Town Hall Renovation Committee)**

Project: West Tisbury Town Hall

Date: Tuesday, October 9, 2007

Location: West Tisbury Town Hall  
Basement Conference Room

Present: Bea Phear, Chair  
Kent Healy  
Virginia Jones  
Chuck Hodgkinson  
Jim Osmundsen  
Kathy Logue  
Kate Warner  
Glenn Hearn  
Joe Eldredge  
John J. Keenan, Keenan + Kenny Architects, Ltd.  
Antonia A. Kenny, Keenan + Kenny Architects, Ltd.  
Elizabeth A. Catipovic, Keenan + Kenny Architects, Ltd.

Minutes: The minutes of the meeting of October 2, 2007 were approved.

Discussion:

A. Keenan + Kenny Architects, Ltd. presented preliminary plans:

1. John Keenan noted that he believed a full basement would trigger the entire building sprinkler requirement. The basement could thus cost between \$800,000.00 and \$1,000,000.00.
2. Town Hall will need larger stairs for handicap access and area of refuge for each.

B. Preliminary Concept:

1. Meeting Room is core of Town Hall.
2. Walls are glazed or open.
3. Core remains on upper floors as structural column or walls.
4. John Keenan brought section sketch showing central ductwork.
5. Small mechanical areas at each floor.
6. Glazing at upper walls with operable sashes.

C. Comments from Committee:

1. Bea:
  - Bea noted that "personnel" does not refer to one person; it is a rotating position.
  - Permitting should be on the 2<sup>nd</sup> Floor (permitting gets a lot of traffic).
  - Financial Department should be on the 3<sup>rd</sup> Floor.
  - Lunch Room is a "luxury".

- Next week, the Committee will discuss site (and CPA?) application without Keenan + Kenny Architects, Ltd. The second round of floor plans will be reviewed in two weeks. Keenan + Kenny Architects, Ltd. will try to email plans before meeting.

189 Main Street Suite 2A  
Falmouth, MA 02540

508-540-0075 TEL 508-540-0079 FAX  
kk.arch@verizon.net

2. Kent:

- Worries about staircase consuming energy with its four exposed sides.
- He brought up that storage will not be as necessary twenty years from now, as everything, by then, will be on disk or tape. Why is so much square footage necessary? If we don't include a sprinkler, what other protection can we offer?
- Believes that proposed building is more than Town will ultimately go for.
- Added that the tree near the addition should not be an issue. With regards to the site plan, he has volunteered to do an Owner's addition to the Bid Documents.
- Committee approved this.

3. Ginny:

- Asked why stair is pulled away from original building.
- Concerned about increased maintenance of exterior wall. Would like to see smaller meeting rooms on 2<sup>nd</sup> and 3<sup>rd</sup> floors with acoustic privacy.
- Thought addition should be squared off.
- Large meeting room is used every night.
- Thought about placing Permitting Department on the 1<sup>st</sup> Floor (countered by Bea).
- More storage (lockable storage) is needed. Janitors' rooms are needed.
- Lunchroom is a positive thing for employees.

4. Chuck:

- Counted fourteen to fifteen workstations in the Keenan + Kenny Architects, Ltd. plan. Is this enough? Does it allow for flexibility in the future? Is more storage needed?
- Copy rooms can be noisy. Is area on 1<sup>st</sup> Floor too close to secretary?
- Summarized square footage:  
Plan is 8,000 ± square feet; it was noted that the Space Needs Committee thought 7,000 square feet would be enough (Option 1).

5. Jim:

- Noted that plans were pretty good as a first attempt.
- Concerned about the addition. Consider making it more square in orientation. It is very difficult to sell two additions to the Town.
- Prefers partial basement for mechanical under the addition.
- Likes orientation of front door.

6. Kathy:

- Mentioned that IT Room should be located near Financial Department. It should be air-conditioned and should be size of existing Copy Room with no windows.
- Entire building will be wired.
- Noted that Clerk and Executive Secretary need to be able to see Lobby.
- Added that lunchroom should have full-size refrigerator. It could function as a conference room also, accommodating two to three people.
- Thinks that shared seats means shared computers. Two desks total. Public computer is needed in Assessor's area.

7. Kate:
  - Wants to see a scheme with the stair inside the building as well as a square addition (less exposure).
  - Consider whether or not air conditioning is necessary everywhere. IT Room and Copier Room need to be air-conditioned.
  - Consider a vault in the addition.
  - Consider a basement under the addition.
  - Consider smaller meeting rooms for two to three people at 2<sup>nd</sup> and 3<sup>rd</sup> Floors.
  - Potential need for copier on every floor.
  - Noted that Meeting Room could be in dead corner at rear. 5' partitions are okay if there are small private meeting rooms also. Main Meeting Room could be a bit larger.
  - Brought up that square footage cannot get much smaller. Nothing major can be eliminated.
  
8. John Keenan:
  - Building Department needs partial height counters on wall separators from public.
  - Town is concerned about building size as well as cost.
  - Keenan + Kenny Architects, Ltd. is trying to abate size and cost as much as possible.
  - November 13, 2007 – Cost Estimate
  - November 19, 2007 – Public Meeting
  - Addition should not look like original building.
  
9. Antonia Kenny:
  - Expressed concerns with regards to the amount of storage planned.
  
10. Post Script: Keenan + Kenny Architects, Ltd. cannot meet on Tuesday, October 23, as that is a bid due date for another project. We could, however, meet that Wednesday the 24<sup>th</sup>, or Thursday the 25<sup>th</sup>, or the following Tuesday the 30<sup>th</sup>.

Submitted by:

Elizabeth A. Catipovic, AIA  
KEENAN + KENNY ARCHITECTS, LTD.

*Approved October 16, 2007*