

**Tisbury School Building Committee
2019-2020
5:00PM, Wednesday, December 11, 2019
Tisbury Emergency Services Facility**

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TSBC Members Present: Chair Rachel Orr, Harold Chapdelaine, John Custer, Sean deBettencourt, Peter Gearhart, Rita Jeffers, Reade Milne, Jim Rogers by phone, Michael Watts*,

Others: Angie Francis – parent,
Daedalus Projects – Christina Opper,
Recorders –Marni Lipke, Alice Robinson,

Schools: John Custer – Principal, Melissa Ogden – Asst. Principal;
Whitney Burke, Sean deBettencourt, Meredith Goldthwait,
Rita Jeffers,

Town: Jay Grande – Town Administrator, Planning Board – Ben Robinson,
* Late Arrivals or early departures

1. Call To Order

The Tisbury School Building Committee 2019-2020 (TSBC) meeting was called to order at 5:07PM.

(Recorder's note: discussions are summarized and re-grouped for clarity and brevity.)

2. Attendance

Chair Rachel Orr stated for the record that Selectmen Jim Rogers was attending the meeting by remote participation and therefore all votes would be by roll call.

3. Review and Possible Approval of Minutes

• **ON A MOTION DULY MADE BY MR. HAROLD CHAPDELAINE AND SECONDED BY MR. MICHAEL WATTS THE MINUTES OF THE NOVEMBER 13, 2019 MEETING WERE APPROVED AS CORRECTED FOR TYPOS; 8 AYES, 0 NAYS, 1 ABSTENTION (due to absence): PRINCIPAL JOHN CUSTER—AYE, MR. SEAN DEBETTENCOURT—ABSTAIN, MS. READE MILNE—AYE, MS. ORR—AYE, MR. CHAPDELAINE—AYE, MS. RITA JEFFERS—AYE, MR. PETER GEARHART—AYE, MR. WATTS—AYE, MR. ROGERS—AYE.**

• **ON A MOTION DULY MADE BY MS. MILNE AND DULY SECONDED THE MINUTES OF THE NOVEMBER 22, 2019 MEETING WERE APPROVED AS AMENDED; 8 AYES, 0 NAYS, 4 ABSTENTIONS (due to absence): MR. WATTS—AYE, MR. GEARHART—ABSTAIN, MR. CHAPDELAINE—AYE, MS. ORR—AYE, MS. JEFFERS—ABSTAIN, MR. DEBETTENCOURT—ABSTAIN, MR. CUSTER—ABSTAIN, MS. MILNE—AYE, MR. ROGERS—AYE.**

4. Mission Statement Update

The Update was approved by both the Board of Selectmen and the Tisbury School Committee (TSC) and would be posted on the Project website:

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“To present the voters of the Town of Tisbury a renovation and addition plan of the existing Tisbury School building that meets the educational program set forth by the school committee for the students of today and for future generations.)

5. Owner’s Project Manager (OPM) Report

- Lead abatement continued on schedule to be finished by Holiday break. The environmental hygienist took daily samples, requesting further remediation where appropriate. Heating/Ventilation/Air Conditioning (HVAC) was also progressing fairly smoothly. The Fire Chief and Administration were consulting on the sprinkler system. Invoicing was currently at \$4-500,000, including design/engineering fees.
- The designer/architect contract was scheduled to be signed at the next Selectmen’s meeting. Tappé Architects Project Manager Matt Barnhart would tour the facility again before the December 17th Public Forum. Daedalus Project Communications Christina Opper was working on language for a short presentation (including some history) and some kick-off questions, leaving maximum time for questions or comments.

6. Preparation for First Public Forum with Designer, Tappé Architects—to be Held December 17th (See below: Actions.)

The purpose was to introduce Daedalus Projects, Inc. and Tappé Architects to the community. The TSBC discussed:

- technical logistics,
- materials for public (Tappé proposals, subcontractor lists, presentation hard copies);
- outreach and publicity: flyers, press, email, websites, Islander’s Talk, libraries, grocery stores, Parent Teacher Organization (PTO), translation into Portuguese; (see also below: #7 Incidental Expenses);
- solicitation of design ideas;
- transparency and keeping the focus on Project design ideas;
- Forum agenda and order of speakers;
- TSBC 2019 meeting prior to the start of the forum;
- as many 2020 forums as possible including with Education Consultant David Stephen.

7. Discussion and Vote Regarding Submission of Warrant Article for Annual Town Meeting (ATM) to Cover Incidental Expenses (See below: Actions.)

- The TSBC considered reporting progress to the wider community at the ATM and also agreed to submit a statement for the Annual Town Report.
- Although TSBC recorder Fiscal Year 2020 (FY20) costs could probably be covered under Selectmen’s Unclassified, the Committee had neither funds nor budget for a number of necessary incidental expenses: postage, printing, advertising, travel, MVTV, etc. and a placeholder warrant article was discussed. (This article was not to be confused with the much larger design/construction/borrowing article at a later date.)
- If approved the funds would not be available until July 1, 2020 (i.e. FY21).

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- A second iteration of the Committee might be needed to oversee the construction phase.
- Other sources for funds could include: the OPM article, grants, private funding sources, or the Reserve Fund.
 - The website should include updated monthly reports.
 - The TSBC made comments on the two flyer drafts.
 - **ON A MOTION DULY MADE BY MR. DEBETTENCOURT AND SECONDED BY MR. CUSTER THE PHOTO FLYER WAS UNANIMOUSLY APPROVED AS AMENDED WITH THE MISSION STATEMENT, THE FINAL FORM TO BE WORKED OUT BY THE COMMUNICATION WORKING GROUP; 9 AYES, 0 NAYS, 0 ABSTENTIONS: MR. CUSTER—AYE, MR. DEBETTENCOURT—ABSTAIN, MS. MILNE—AYE, MS. ORR—AYE, MR. CHAPDELAIN—AYE, MS. JEFFERS—AYE, MR. GEARHART—AYE, MR. WATTS—AYE, MR. ROGERS—AYE.**

8. Discussion of Meeting Schedule in 2020 (See below: Meetings/Events.)

- The Committee discussed a change of meeting time, especially during budget season, when the Finance Committee would be meeting weekly in the same space.
- As the focus would now shift to community input, regular meetings might be replaced by an increased number of public forums.
- The TSBC considered how often the designers would need TSBC meetings and discussed subcommittees (requiring posting and minutes) versus working groups—which might include experts who were not TSBC members. Both Subcommittees and working groups would examine details and report/ recommend to the full Committee.
- There was also a discussion on shortening meetings. However the TSBC included diverse opinions that took time to reconcile towards consensus; and the Committee was overseeing a large project requiring attention to many elements. There was some agreement to avoid minutiae that could be handled outside a meeting.

Ongoing Matters which May Be Discussed

9. Website and Public Outreach – Update and Discussion – See above.

10. Grant Opportunities – Selectmen Rogers was talking to the Town Administrator.

11. School Committee (TSC) Report - The TSC was deep in budget discussions.

12. Board of Selectmen Report - Nothing to report.

13. Review of Correspondence

- The Town reminded Committee members to read Open Meeting Law (OML).
- Selectmen Rogers also reminded members they were not to speak to the press without first consulting the Selectmen.

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- The Tisbury Historic Commission would attend a workshop on historical grant moneys to explore anything available for the school project.

14. Upcoming Agenda Items

15. Topics Not Reasonably Anticipated by the Chair Within 48 Hours of the Meeting

Adjournment

- **ON A MOTION DULY MADE BY MS. READE MILNE AND SECONDED BY MR. SEAN DEBETTENCOURT THE SCHOOL BUILDING COMMITTEE MEETING UNANIMOUSLY ADJOURNED AT 6:56PM: MR. CUSTER—AYE, MR. DEBETTENCOURT—AYE, MS. MILNE—AYE, MS. ORR—AYE, MR. CHAPDELAINÉ—AYE, MS. JEFFERS—AYE, MR. ROGERS—AYE, MR. GEARHART—AYE.**

Appendix A: Meetings/Events:

- BOS – 4:00PM, Monday, December 16, 2019 - KCT
- ATM Warrant Article Deadline – 4:30PM, Monday, December 16, 2019
- TSBC Public Forum – 6:00PM, Tuesday, December 17, 2019 – Sr. Center
- Town Report Deadline –Tuesday, December 31, 2019
- BOS – 4:00PM, Tuesday, January 7, 2020 - KCT
- TSBC – 5:00PM, Monday, January 13, 2020 - TBD
- TSC – 8:30AM, Tuesday, January 14, 2020 - Tisbury School
- TSBC – 5:00PM, Monday, January 27, 2020 - TBD
- Special/ Annual Town Meeting – 7:00PM, Tuesday, March 31, 2020

Appendix B: Actions

Mr. Chapdelaine – contact Planning Bd. re: Forum equipment.

All – bring Tappé proposals to Forum for public information.

Ms. Robinson – facilitate translation of public forum flyers to Portuguese.

All – distribute flyers.

Communication Working Group – contact Tisbury Columnist in MV Times & Gazette.

Prin. Custer – post all forums & TSBC meetings on School Website.

Ms. Orr – contact Town Moderator and Clerk re: a report at ATM.

Ms. Orr/Communication Group – provide list of incidental expenses to Mr. Grande.

Ms. Orr/Ms. Robinson– draft Annual Town Report entry.

Ms. Orr/Ms. Robinson/Ms. Opper – draft monthly update and post on Project website.

Communication Group – remember the Tisbury Tiger is a familiar logo for families.

Appendix C: Documents on File:

- Agenda 12/11/19
- Sign in sheet 12/11/19
- Thank You For Volunteering Your Time to Help...(2 p.)
- Monthly Updates Tisbury School Building Committee (TSBC) (2 p.) **continued**

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Minutes respectfully submitted by Office On Call/Marni Lipke.

Marni Lipke – Recorder

Date

Rachel Orr – TSBC 2019 Chair

Date

Minutes approved by the Tisbury School Building Committee 2019 2/10/20

**Tisbury School Building Committee
2019-2020
5:00PM, Tuesday, December 17, 2019
Tisbury Senior Center**

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TSBC Members Present: Chair Rachel Orr, Harold Chapdelaine, John Custer, Sean deBettencourt, Rita Jeffers, Reade Milne, Jim Rogers, Michael Watts,

Others: John Bacheller, Wiet Bacheller, Dave Ferraguzzi, Marie Larsen, Paul Lazes, Alice Robinson, Kate Scott, Henry Stephenson, Daedalus Projects – Richard Marks, Christina Opper, Tappé - Matt Barnhart, Chris Blessen, Recorder –Marni Lipke,

Schools: Signe Benjamin, Whitney Burke, Anna Cotton, John Custer – Principal, Superintendent Matt D’Andrea, Sean deBettencourt, Meredith Goldthwait, Mary Gosselin, Kate Harding, Rita Jeffers, Natalie Krauthammer, Emily Levett, Melissa Ogden – Asst. Prin., Nevette Previd, Amy Houghton, Janet Packer, Michael Watts,

TSC

Parents: Cate Bernard, Anna Cotton, Angie Francis, Stephen Harding,

Students: Felix Milne, Greg Milne, Greta Milne,

Town: Selectman – Melinda Loberg, Jim Rogers, Jay Grande – Town Administrator, Planning Board – Ben Robinson,

Press: Lucas Thors – MV Times, Louisa Hufstader – Vineyard Gazette

* Late Arrivals or early departures

1. Call To Order

The Tisbury School Building Committee 2019-2020 (TSBC) meeting was called to order at 5:08PM. (*Recorder’s note: discussions are summarized and re-grouped for clarity and brevity.*)

2. Attendance – A quorum of eight was present.

3. Annual Town Report – Review Draft Report and Vote on Same
(See documents on file.)

• ON A MOTION DULY MADE BY SELECTMEN JIM ROGERS AND SECONDED BY MS. READE MILNE THE TISBURY SCHOOL BUILDING COMMITTEE UNANIMOUSLY (8 AYES, 0 NAYS, 0 ABSTENTIONS) APPROVED THE SUBMISSION FOR THE ANNUAL TOWN REPORT.

4. Preparation for Introduction of Professional Team to Community

One of the primary causes for public forums was to listen to the community and the Committee noted a number of issues.

- A letter from Vineyard Power would be shared with the professional team.
- Prompts would help start conversations.
- The Forum was looking for ideas but not for the community to design the school.

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- It was the professional team's purview to research and follow through on suggestions.
- Both the TSBC Mission Statement and the Education Program should be included.
- Educational Consultant David Stephen would run visioning workshops in January.
- The presentation structure was reviewed.

5. Review of January Meeting Schedule

- There was a debate on working groups.
- Some felt it would facilitate matters to have small specialty sessions with possibly some outside expertise to examine details/minutiae of various components of the project, e.g.:
 - the current communications working group,
 - educational logistics and ergonomics for various school grades;
 - security issues to include police input,
 - technical groups such as heating/ventilation/air conditioning (HVAC).

Such groups would have no authority and would report/recommend back to the TSBC.

- Subcommittees were also an option however these had to be posted as public meetings and required minutes/recordkeeping. A subcommittee could not contain a quorum of TSBC members. Like the working groups subcommittees would recommend actions to the full TSBC.
- As the project moved forward working groups might have to meet simultaneously on different elements in order to keep pace with the project timetables.
- Others felt the full TSBC should handle all aspects of the project, possibly suggesting ideas that others would not have considered. However, this would require multiple meetings that might put a strain on member and staff schedules, all of whom were also carrying full time jobs.

6. Topics Not Reasonably Anticipated by the Chair Within 48 Hours of the Meeting

- As Mr. Chapdelaine had expertise that would be more useful on other project aspects IT WAS THE CONSENSUS OF THE TISBURY SCHOOL BUILDING COMMITTEE TO RELEASE MR. HAROLD CHAPDELAIN FROM THE COMMUNICATIONS WORKING GROUP.
- The TSBC suggested Ms. Nevette Previd might join the Working Group instead.
- Chair Rachel Orr asked the Committee to consider whether it wished to elect an official Clerk/Secretary—Recorder Ms. Alice Robinson had resigned and Ms. Marni Lipke was an independent contractor.
- TISBURY SCHOOL BUILDING COMMITTEE MEETING RECESSED FROM 5:54PM TO 6:02PM.

7. Introduction of Professional Team to the Community: Tappé Architects, Designer and Daedalus Projects Owner's Project Manager (OPM) (See documents on file.)

- Chair Rachel Orr welcomed everyone and thanked them for coming to the forum. She summarized the history of the Tisbury School on its current site from its start in 1929 after

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20 years of discussion and 7 years of design at a cost of \$185,000. Further buildings and additions were instigated in the 1930's, 1950's and 1990's.

- The TSBC Mission Statement was read (see 12/11/19 Minutes p.1-2 #4) and the members introduced themselves.
- Daedalus Projects, Inc. representatives, Mr. Richard Marks and Ms. Christina Opper, who worked on the recent new school project spoke and commended the turnout on a cold Tuesday night.
- The contract with designers Tappé Architects was signed December 16th. Tappé representatives Mr. Matt Barnhart and Mr. Chris Blessen reviewed the team of engineers and consultants that would be working on the project from educational programming, to structural assessment, security, sustainability, etc. Many of the sub-contractors worked on the previous new school project and consequently were already familiar with the School, which would streamline the timeframe. The preliminary draft schedule targets were reviewed including; facility assessment, community surveys/input, conceptual design and schematic design, with a target date in June 2020.
- The Team emphasized that contacts were welcome: the website address was: <http://tisbury-school-project.com/> and the email: tisburyschoolproject@gmail.com

8. Community Conversation with the Team: Questions, Comments and Input

- Playground and community use made the building a year-round Tisbury hub, which otherwise lacked a community center. This strengthened student education through public involvement. Particularly popular elements were:

- large and small basketball courts,
- youth sports (all Martha's Vineyard Public School (MVPS) gyms were totally booked),
- raised garden beds,
- historic murals,
- wooded playground areas,
- media center,
- the stage.

Improvements might include:

- an expanded cafeteria /secure evening meeting space,
- adequate public seating,
- better air quality,
- better audiovisual/ technology access,
- doors that avoided wind problems,
- covered outdoor space (possibly with solar/ electric panels) from parking to the community entrance,
- expanded strings/ band practice rooms.
- Teachers advocated for expanded and more flexible classroom space to allow classes to break into small groups, accommodate the growing English Language Learners (ELL) population, and follow the Education Program.
- Confidential, private meeting space for parents, teachers and students was also a priority.
- There was a request for space to accommodate students when weather forestalled outside recess.

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- The School was full of micro-climates depending on sun exposure, classrooms were often cold or over-heated. The basement was so humid the floor was too slippery for safety.
- The Tisbury School Committee (TSC) meeting room was too small to accommodate guests and the public.
- The three story building was greatly appreciated and stairs also provided exercise. However, student flow (during class changes, needs pullout—ELL, Special Education, speech/language, reading, etc.) could be improved to save time-on-learning, create better inclusion, and promote social interactions towards community.
- The inadequate cafeteria/kitchen stood out as most in need of improvement to comfortably serve breakfast, lunch and snacks.
- The School was an Islandwide alternate emergency shelter requiring additional overall design modifications, e.g. the cafeteria should be near the sleeping accommodations.
- The Spanish, band practice and music classrooms were in tiny rooms, inappropriate to their function.
- Staff asked about the construction timetable and communication on education disruption as the project proceeded.
- Security and vulnerability were discussed, particularly in relations to the large windows, installed to maximize natural light, the 16 exterior doors and the School's central, busy location. Parents asked for a balance between a "fortress" and a welcoming structure. The Team would coordinate with Synergy Solutions.
- The windows also made technology screen visibility difficult.
- Woefully insufficient disability access should be materially improved and private spaces provided for health/wellness issues and student illness.
- The interior environment should be healthy and long-lasting non-hazardous materials chosen with care, for example wood or linoleum floors that don't require constant waxing.
- Creative suggestions included:
 - building a second floor in the gym;
 - net zero energy consumption/carbon neutral facility, including consultation with South Mountain;
 - accounting for the neighborhood/traffic focus change from West William St. to Spring St.;
 - maker and science/technology/art/mathematics (STEAM) space;
 - large enough community space to allow 50-100 attendee workshops;
 - spending as little time/money as possible on the existing space and concentrating on the addition to solve problems;
 - inventorying and saving existing trees on the property;
 - a swimming pool;
 - a winter garden/glass enclosure.

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- The community noted the sentimental attachment to the school, and the challenges of creating a 21st Century school out of a renovated, preserved facility without spending too much money.
- Mr. Marks thanked everyone for the excellent response and promised that all input would be considered without editing, repeating the website and email addresses.

Adjournment

• ON A MOTION DULY MADE BY MS. READE MILNE AND SECONDED BY MR. CHAPDELAINE, MR. ROGERS AND MR. WATTS, THE TISBURY SCHOOL BUILDING COMMITTEE MEETING AND PUBLIC FORUM UNANIMOUSLY ADJOURNED AT 7:47PM: 8 AYES, 0 NAYS 0 ABSTENTIONS.

Appendix A: Meetings/Events:

- Town Report Deadline –Tuesday, December 31, 2019
- BOS – 4:00PM, Tuesday, January 7, 2020 - KCT
- **TSBC– 5:00PM, Monday, January 13, 2020 - TBD**
- TSC – 8:30AM, Tuesday, Tuesday, January 14, 2020 - Tisbury School
- **TSBC– 5:00PM, Monday, January 27, 2020 - TBD**
- Special/ Annual Town Meeting – 7:00PM, Tuesday, March 31, 2020

Appendix B: Actions

Ms. Orr – forward Vineyard Power correspondence to Daedalus/Tappé.
Ms. Orr – contact Ms. Joyce Tucker re: TSBC meetings at Senior Center.

Appendix C: Documents on File:

- Agenda & Revised Agenda (2 p.) 12/17/19
- Sign in sheet (2 p.) 12/17/19
- Draft Submission Town Report (3 p.) 12/18/19
- Monthly Updates Tisbury School Building Committee (TSBC) (2 p.)
- Tisbury School, Tisbury, MA, School Building Committee Meeting & Community Conversation, December 17, 2019, (16 p.)

Minutes respectfully submitted by Office On Call/Marni Lipke.

Marni Lipke – Recorder

Date

Rachel Orr – TSBC Chair

Date

Minutes approved by the Tisbury School Building Committee 2019 2/10/20