

**Tisbury School Committee  
in Joint Meeting with the  
Tisbury School Building Committee – Design/Construction Phase  
4:15PM, Monday, February 13, 2023  
Emergency Services Facility and by Zoom Cloud Conference**

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**TSC Members Present:** Chair Amy Houghton, Jen Cutrer, Michael Watts,  
**TSBC Members Present:** Chair – Michael Watts, Connie Alexander,  
Sean DeBettencourt, Rita Jeffers, Reade Milne, Sarah York,  
**Others:** CHA Projects – Michael Owen, Christina Oppen, Sherry Waldman,  
Tappé Architects – Chris Blessen, Toby Zaltsman Evers,  
**Staff:** Asst. Prin. - Melissa Ogden,  
John Stevens – Assistant Superintendent,  
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**Town:** Select Board – Roy Cutrer,  
**Press:** Louisa Hufstader -Vineyard Gazette,  
\* TSC/TSBC members late arrivals or early departures

- The Tisbury School Committee (TSC) was called to order.
- The Tisbury School Building Committee Design/Construction Phase (TSBC) meeting was called to order with six members present.  
(*Recorder's note: Discussions are summarized and grouped for clarity and brevity.*)

I. Approval of Past Meeting Minutes – Tabled

VI. Architect Report (See documents on file & below: Actions.)

Mr. Chris Blessen of Tappé Architects presented the exterior finishes chosen by the Working Group for warmer tones, and with colors that more closely match the older cement of the original building. Gym materials were larger scale to match the bigger space and gray was chosen for the cafeteria and unified arts block. The two tone wall would be separated with glass. However the number of new colors would be kept to a minimum. The effect would visually separate the additions from the 1929 building, which would be cleaned and repointed where there were cracks.

- The 1995 wing and new additions would be super-insulated on the outside with continuous air between the studs.

- Tisbury and the TSC discussed maintenance, including political implications of the Tisbury municipal building upkeep, neglect and budgeting. The School would be a huge, multi-use municipal asset but like any building would require ongoing maintenance. Tappé provided exhaustive maintenance manuals and training videos on all construction and materials, but (for liability reasons) not a maintenance schedule.

- For example the seasonal (usually winter) weeping evident on the 1929 building should continue because it was moisture wicking out of the building. The exterior should be periodically cleaned and cracks caulked.

- The “joints” between the additions and the original building would be constructed to move with strong, long-lasting, flexible materials but these also should be sprayed down regularly and maintained.

- Maintenance and repairs had been a large part of the School budget. Funding should be estimated and negotiated with the Town for clarity on proportional inclusion in the Tisbury School or Town municipal facilities budgets.

- Proper maintenance was a complex job for a skilled professional whether a Town, Martha's Vineyard Public Schools (MVPS) or Tisbury School facilities manager, but not for volunteer, rotating school committee members or school principals. The Massachusetts Facilities Administrators Association (MFAA) was a good non-profit resource.

• ON A MOTION DULY MADE BY MR. SEAN DEBETTENCOURT AND SECONDED BY MS. SARAH YORK THE TISBURY SCHOOL BUILDING COMMITTEE UNANIMOUSLY APPROVED THE EXTERIOR MATERIALS FOR THE ADMINISTRATION WING, UNIFIED ARTS WING AND GYMNASIUM AS RECOMMENDED BY THE WORKING GROUP; 6 AYES, 0 NAYS 0 ABSTENTIONS: MR. DEBETTENCOURT—AYE, MS. CONNIE ALEXANDER—AYE, MS. RITA JEFFERS—AYE, MR. MICHAEL WATTS—AYE, MS. YORK—AYE, MS. READE MILNE—AYE.

A concrete band on top of the 1929 building was half covered by a dark bronze metal which would be matched. A little bridge of navy blue was proposed to pop out the gym vestibule. The wall windows would be a warmer white. Colors would blur at a distance and other friendly colors would tie everything into the building.

• ON A MOTION DULY MADE AND SECONDED BY MS. YORK SECONDED THE TISBURY SCHOOL BUILDING COMMITTEE UNANIMOUSLY APPROVED THE EXTERIOR MATERIALS FOR THE GYM VESTIBULE, KALWALL ROOF EDGES AND WINDOW FRAMES AS RECOMMENDED BY THE WORKING GROUP; 6 AYES, 0 NAYS 0 ABSTENTIONS: MR. DEBETTENCOURT—AYE, MS. ALEXANDER—AYE, MS. JEFFERS—AYE, MS. MILNE—AYE, MR. WATTS—AYE, MS. YORK—AYE. The TSBC thanked the Tappé representatives.

## II. Tisbury School Building Committee (TSBC) Responsibilities

• Most large municipal projects were overseen by town staff (administrator, accountant, etc.); however in this case the Town ceded responsibility for the Tisbury School Project to the TSC, which appointed the current TSBC (see 9/29/21 TSC Minutes p.1 #II) after the Town vote to fund the project. There was no mission statement and the expectation was to overview the project, make decisions as required, and appoint Working Groups. In order to clarify authority and establish good communications the TSC and TSBC discussed their roles and responsibilities at some length.

• There was general consensus that the TSBC was an advisory body that recommended its decisions to the final authority of the TSC, and that the TSC would endorse such decisions with the understanding that the TSBC and its Working Groups had the expertise to make informed decisions.

• This TSBC phase was not a design committee; as was the previous TSBC phase. The discussion was about what should be left to the skilled professional team working hard to keep the project within budget, what were “nuts and bolts” decisions, what was “interference” from the owners, and what kept this a Tisbury and not a W.T. Rich project. Decision recommendations and purview were considered as to whether they involved budgetary, aesthetic, or significant change orders, e.g. the above example of exterior finishes, while secant pile size was a technical matter for the professional team.

- Another example was a current problem with windows—which were a community “hotpoint”. Finding skilled carpenters to re-mill old windows was proving difficult and expensive so an alternative was proposed to prefabricate modern code windows to fit the 1929 building that would look like the current windows.
- Invoice vetting by the TSBC was abandoned in view of the delays caused by TSBC and TSC meeting scheduling as well as by the understanding that all invoices were minutely examined by CHA.
- It was the job of CHA Projects as Owners Project Manager (OPM) to represent and protect the financial and construction-quality interests of the Town. It was incumbent of the owners TSC and TSBC to trust the professional they hired. Mr. Mike Owen of CHA welcomed all questions and calls.
  - The TSC and TSBC asked CHA representatives to present a rough schedule and scope of coming issues and decisions (e.g. furniture, interior finishes, flooring materials, playground, etc.) but this might prove difficult to implement.
  - The TSBC stated it was the TSC responsibility to use/consult the TSBC as it needed.
  - In order to minimize meetings fatigue, the TSBC requested substantive, decision-required meetings rather than a regular monthly schedule.
  - The TSBC requested more detailed communications and reports, in order to give informed responses to constituents.
- The weekly Tuesday Owner/Architect/Construction Manager (OAC) meetings were detailed, technical and informative. TSBC Chair Michael Watts and/or Vice Chair Rita Jeffers attended as did Town Administrator Jay Grande or other relevant Town officials, Fire Chief, Building Inspector, etc. Ms. Jeffers committed to a brief “bullet” summary on any significant developments to be sent to the TSBC and TSC each Friday. These were different from the current parent/community newsletters (see documents on file). This week the 3 major OAC issues were:
  - an additional crane for better driving power (no extra funds involved),
  - a floating stair wall on the 3<sup>rd</sup> floor that had to be rectified/tied-in;
  - difficulties/alternatives to the 1929 window repair/replacement (see above).
- TSC Chair Amy Houghton welcomed everyone to attend TSC meetings which had a standing School Project agenda item.
- The memorial tree (see 1/23/23 TSBC Minutes p.2) required continued protection.

### III. TSBC Chairperson, Vice-Chairperson Report – See above

### IV. Owner’s Project Managers (OPM) Report

The bulk of the report focused on the updated website facilitated by Ms. Sherry Waldman, a new CHA team addition. The updates included:

- home page prioritizing project progress,
- posted meetings and documents,
- construction update posts, including photos, blurbs, schedules, etc.,
- the monthly community newsletters and OPM reports and WT Rich field reports.
- A software program would project from a construction photo of a demolished space, the finished room from the computer model.
  - The Frequently Asked Questions (FAQs) should also be updated and CHA representatives asked for TSC/TSBC feedback on community questions. Currently the two most asked were: is the project on schedule and is it on budget.

- The community/School time capsule contents should be set sooner rather than later.

#### V. Construction Manager Report – See above #II

- The windows would be removed shortly (see 1/23/23 TSBC Minutes p.2).
- The playground drainage system was in process.
- As much material was being separated and recycled as possible to minimize the expense of sending it off-Island.
- Some very old windows inside an interior wall were found and saved intact.
- All TSBC and TSC members were invited on a tour (requiring hard-hats, and security) to better view and visualize progress.

#### 9. Public Comment - None

#### 10. Other Topics Not Reasonably Anticipated by the Chair Within 48 Hours of the Meeting - None

#### 11. Adjournment

TSBC Chair Michael Watts thanked everyone for their attendance and attention.

- **ON A MOTION DULY MADE AND SECONDED THE TISBURY SCHOOL BUILDING COMMITTEE MEETING UNANIMOUSLY ADJOURNED: 6 AYES, 0 NAYS, 0 ABSTENTIONS: MS. YORK—AYE, MR. DEBETTENCOURT—AYE, MS. ALEXANDER—AYE, MS. JEFFERS—AYE, MS. MILNE—AYE, MR. WATTS—AYE.**
- **ON A MOTION DULY MADE BY MS. CUTRER AND SECONDED BY MR. WATTS THE TISBURY SCHOOL COMMITTEE MEETING UNANIMOUSLY ADJOURNED: 3 AYES, 0 NAYS, 0 ABSTENTIONS: MS. CUTRER—AYE, MS. HOUGHTON—AYE, MR. WATTS—AYE.**

#### Appendix A: Meetings/Events:

- TSC – 4:00PM, Tuesday, March 14, 2023
- STM/ATM –Tuesday, April 25, 2023 – MVRHS PAC

#### Appendix B: Actions:

- CHA/WT Rich/Tappé – monitor brick layers to evenly distribute black & red bricks.
- CHA/WT Rich/Ms. Jeffers – protect memorial tree, possibly call in an arborist.
- Mr. Watts/Ms. Jeffers – only call TSBC meetings for substantive decisions.
- Mr. Watts/Ms. Houghton/Prin. Custer – cc TSC & TSBC on all agendas & minutes
- Ms. Jeffers: - draft & distribute brief Friday bullet summary of OAC meetings.
- CHA – Mr. Owen/Ms. Opper –
- All – send in FAQ suggestions from the community, e.g. On schedule & On budget.
- All – sign up for hard hat tour of project.
- Ms. Houghton/Prin. Custer – March agenda
- Time Capsule
- Town/School Maintenance & Facilities Manager

continued >

**Appendix C: Documents on file:**

- Agenda 2/13/23
- Evers email re: Tisbury – Building Committee meeting – Exterior Materials (5 p.)  
2/14/23
- Tisbury School Renovation/ Addition, Project Update Newsletter, February 2023 (2 p.)

Minutes respectfully submitted by Office On Call/Marni Lipke.

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Marni Lipke – Recorder

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Date

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Amy Houghton – TSC Chair

\_\_\_\_\_  
Date

Minutes approved 4/11/23