



WEST TISBURY SPACE NEEDS
COMMITTEE REPORT
NOVEMBER 2006

A Report to the Town Voters

Chuck Hodgkinson, Chair
Kent Healy, Vice Chair
Les Cutler
Sue Hruby, Alternate
Hermine Hull
Kathy Logue
Bea Phear
Bob Schwartz
Joe Eldredge, Advisor

RESIDENT FEEDBACK WANTED

This committee wants to hear from you. Please feel free to provide any feedback as follows:

treasurer@town.west-tisbury.ma.us or,

Write: West Tisbury Town Hall, ATTN: Space Needs Committee; P.O. Box 278; West Tisbury, MA. 02575.

Deleted: :
Deleted:

Table of Contents

I.	Overview	3-6
	Mission Statement	3
	Desired End Product	3
	November 28, 2006 Special Town Meeting	3
	Anticipated Outcome at the Spring 2007 Annual Town Meeting	4
	Project Approach	5
	Principles for Evaluating Space Options	6
	Data Sources	6
II.	West Tisbury Space Planning Analysis	7-13
A.	Town Land/Buildings for Potential Space Use	7
B.	Summary of Expressed Needs by Town Function	8
1.	Town Administrative Functions	8
2.	Police Department	9
3.	Library	10
4.	Fire Department	11
5.	Emergency Management	11
6.	Tri-Town Ambulance	11
7.	Parks & Recreation	12
8.	Animal Control	12
9.	Council on Aging	12
10.	School	12
11.	Cemetery	12
12.	Highway Department	13
13.	Other Capital Financing Needs for Future Debt Service Considerations	13
III.	West Tisbury Space Use Planning Options	14-25
A.	West Tisbury Town Administration Options	14
B.	Police Department Options	19
C.	Library Options	21
D.	Tri-Town Ambulance, Emergency Management Options	22
E.	Animal Control	23
F.	Parks and Recreation	24
G.	School	25
H.	Highway Department	25
I.	Cemetery	25
J.	Council on Aging	25
K.	Fire Department	25

I. Overview

MISSION STATEMENT

Research and organize the specific space needs of the Town by department and function. Input will be sought from the public, town departments, and other relevant parties in order to prioritize these function and space needs and group them into three areas: immediate (one to three years), moderate (three to five years) and long term (five to ten years). Prepare one or more models and timelines of how to effectively and efficiently satisfy the Town's total space needs by creatively using, renovating, adding onto, or leasing existing available assets within the Town or building new assets.

All departments and assets of the Town will be considered. A report to the Town will be presented by November 15, 2006.

DESIRED END PRODUCT

Produce a comprehensive, ten to fifteen year Town Space Planning Program for all town functions and voter approval. Several options will be presented with the pros, cons, recommended timing and projected financial impact on the town's long term debt service schedule and resident tax burden. The recommended timing of each project will be based upon the functional urgency of the space need and the impact of its projected cost on our taxes.

Our goal is to satisfy the town's space needs while avoiding significant "spikes" in annual debt service payments and real estate taxes. Adding projects and debt as the town retires existing debt will do this.

NOVEMBER 28, 2006 SPECIAL TOWN MEETING

We urge voters to read this report and approve the proposed warrant article with funding to obtain professional cost estimates for the various future space planning options. These cost estimates are for comparative planning purposes only. They are not based upon final blueprints. This will enable the committee to present the options outlined in this report with their projected costs and recommended timing at the Spring 2007 Annual Town Meeting. The information will help all of us make informed decisions on the town's future.

ANTICIPATED OUTCOME AT THE SPRING 2007 ANNUAL TOWN MEETING

1. This Committee recommends holding several public hearings before the Spring 2007 Annual Town Meeting to obtain resident feedback on this report and the space options that are under consideration. **The first two hearings are scheduled for December 13, 2006 @ 7:00 PM and January 24, 2007 @ 7:00 PM. Both hearings will be at the Howes House.**
2. The Committee requests your approval of the proposed November 28, 2006 Special Town Meeting Warrant Article and appropriation. This will allow us to obtain professional cost estimates for the concepts and options that are presented in this report. Please understand these are planning costs that will be based upon the rough concepts developed by the two architects and engineer on the committee. They are **not** based upon final blueprints.
 - a. Four Town Hall options
 - b. Two Police Station options
 - c. One Library option
 - d. One Regional Animal Control Facility – the cost of which may be shared among several towns
3. The Committee will prepare a final plan for consideration at the Spring 2007 Annual Town Meeting recommending solutions for the town's space needs by function with projected timing. The timing will be based upon the functional urgency and cost for each project and its impact on the town's long-term annual debt service payment schedule. The plan will add debt as the town retires debt to manage debt payments – and their impact on our real estate taxes.
4. We anticipate that the town will agree the most urgent space planning need is satisfying the town administration function—what to do about town hall. Consequently, we will present a warrant article seeking voter approval to proceed with a recommended town hall solution, form a building committee and approve an appropriation to hire an architectural and engineering firm to execute the town hall solution.
5. Lastly, if town voters are pleased with the committee's work we anticipate asking for voter approval to form a space needs oversight committee to keep track of voter feedback and approvals of the overall long term town space planning program for all town functions. This committee would make adjustments as needed and work with the Capital Improvements Planning Committee on the debt service plan.

PROJECT APPROACH

1. Identify available Town assets and capacities for space use – current space and expansion opportunities.
2. Interview all Town service and department heads to determine functional responsibilities, current space use and future space needs.
3. Prioritize functional and future space needs by Town function as follows. The size and scope of the projects, the functional urgency of the space need and the long-term debt service financial plan will determine the specific timing for the projects and Town.
 - Immediate: plan to start construction in one to three years.
 - Moderate: plan to start construction in three to five years.
 - Long Term: plan to start construction in five to ten years.
4. Where appropriate, convert functional and space needs into dimensional floor space by Town function.
5. Develop one or more models or “Town Space Planning Programs” that satisfy the Town’s future space needs with broad cost estimates and timing priorities.
6. Correlate the Town space planning options and timing with the Town’s debt service schedule to help manage the long-term tax burden – add debt as debt is retired.
7. Outline the pros and cons of each space solution by town function and overall Town Space Planning Program.
8. Prepare the final report with suggested next steps.

Deleted: . . . OK

Formatted: Bullets and Numbering

Deleted: Kathy’s comment: I think we want to start construction, not planning in these time frames

GUIDING PRINCIPLES FOR EVALUATING SPACE USE OPTIONS

1. All options should be considered with an open mind.
2. Each planning option will be considered in light of the scale and character of West Tisbury as a small town.
3. In order to serve all town residents, allocated space should be adequate for current functions and anticipated future changes in functions, duties, staff or services.
4. All plans and construction should have a life cycle that is equal to or greater than the term of its required financing.
5. Renovations and new construction should be cost efficient and use as many appropriate grants or other funding mechanisms as possible and practical to minimize the tax burden of the final outcome.
6. Use or convert the use of all existing assets and meeting places where practical.
7. The recommended timing for each capital project should be driven by the functional urgency of the need and the town's long-term debt burden. Try to add debt as the town retires debt to avoid large changes in annual property taxes.
8. There should be a contingency fund in the financial plan for a future unexpected, unanticipated need for capital.
9. Routine periodic maintenance and funding should be incorporated into the annual operating budget throughout the life cycle of each facility.
10. Related functions should be in one facility or at one location.
11. Wherever possible energy efficiency should be considered as it relates to each facility's ongoing operating cost.
12. Parking, access to public transportation and foot traffic should be adequate for each facility's intended use.

DATA SOURCES

- | | |
|---|---|
| 1. Town department head interviews and reports. | 10. West Tisbury Finance Advisory Committee feedback. |
| 2. Assessor field cards for Town assets. | 11. West Tisbury Historic District Commission feedback. |
| 3. Ben Moore 1998 Town Hall feasibility study. | 12. West Tisbury resident feedback. |
| 4. Building Committee Town Hall studies and reports: 2001-2005. | 13. Discussions on capital improvements with comparable towns. |
| 5. Library Feasibility and Planning Studies | 14. Town Voter Survey – Town Hall. |
| 6. 1997 report of the Public Safety Building Committee. | 15. Current working town committee and board meeting Schedules and locations. |
| 7. Physical site visits of Town assets. | 16. Interviews with other island town officials. |
| 8. West Tisbury Maintenance Committee feedback | |
| 9. West Tisbury Capital Improvements Planning Committee feedback. | |

← - - - Formatted: Bullets and Numbering

← - - - Formatted: Bullets and Numbering

← - - - Formatted: Bullets and Numbering

← - - - Formatted: Bullets and Numbering

II. West Tisbury Space Planning Analysis

A. TOWN LAND/BUILDINGS FOR POTENTIAL SPACE USE

1. Town Hall, Map 32 Lot 65, 1.2 acres.
2. Council on Aging, Howes House; Map 32 Lot 97; 1.6 acres.
3. Library, Map 32 Lot 97; 1.6 acres
4. West Tisbury School; Map 21 Lot 2; 22.7 acres.
5. Town Dump; Map 16 Lots 234, 245; total 13.75 acres
6. Public Safety Building; Map 16 Lot 97; 3.46 acres.
7. Fire Station #1; Edgartown Rd.; Map 31 Lots 35, 36; total 7.0 acres.
8. Old Courthouse Rd.; Map 22 Lot 8; 0.75 acres.
9. Vacant Lot Lambert's Cove Rd./State Rd.; Map 11 Lot 18; 3.1 acres.
10. Police Station and Lot; Map 32 Lots 95, 96; total 0.56 acres.
11. Old Library; Music Street; (rent from Preservation Trust).

B. SUMMARY OF EXPRESSED NEEDS BY TOWN FUNCTION

1. TOWN ADMINISTRATIVE FUNCTIONS 13 full-time (F/T); 8 part-time (P/T) employees.

Through staff interviews and analysis of prior planning documents, the committee established the work space (including, desk, computer and printer, and file cabinets) required by each department both now and in the 10-15 year future. Also, the frequency and type of conference or meeting space used was counted. The departments considered were:

- | | |
|--|---|
| 1- Executive Secretary. F/T | 1- Town Clerk F/T |
| 1- Tax Collector F/T | 3- Assessor F/T |
| 1- Accountant F/T | 1.5- Building Inspector F/T |
| 1- ZBA F/T | 1- Planning Board F/T |
| 1.5- Board of Health F/T | 1- Affordable Housing P/T * |
| 1- Park & Rec. P/T * | 2- Animal Control P/T |
| 1- Paths by the Roads P/T * | 1- Conservation Commission F/T |
| 1- Personnel Board P/T | 1- Community Preservation Committee P/T * |
| 1- Finance Committee P/T * | 1- Historic District Committee P/T * |
| 1- Receptionist and reception area (future position) | |

* These departments are very part-time and will use shared work spaces, while maintaining their own files.

Current Estimated Space:

Town Hall (2 floors)	3550 sq. ft.
Music Street (annex)	<u>480 sq. ft.</u>
Total Current Space:	<u>4030 sq. ft.</u>

Projected Space Needs:

Work Space:	2340 sq. ft.
Meeting Conf. Rooms:	590 sq. ft.
Misc. Space Needs:	637 sq. ft.
Vertical Circulation:	810 sq. ft.
Computer Room:	100 sq. ft.
Misc. Circulation:	<u>1673 sq. ft.</u>
Total Net Space:	6150 sq. ft.
Plus Structural Space:	<u>850 sq. ft.</u>
Total Projected Space:	<u>7000 sq. ft.</u>

Note: The most recent rejected town hall renovation plans totaled 9700 sq. ft.

Deleted: _____ We
 don't state a timing priority

2. POLICE DEPARTMENT

- Exposed, central location
- Isolated reception area
- Back up generator
- 4-5 work stations
- Isolated work, storage and interview space
- Secure file, equipment, biohazard storage
- Chief's office
- Shared Sergeant(s) office
- Haz-mat mud, wash down rooms & lockers
- Island-wide computer network
- 4-5 line phone system
- Radio tower
- Fleet and public parking (7-8 vehicles)
- Noise consideration

Note: The 1997 Public Safety Building Committee report predicted the current police station would suffice for five to ten years and estimated it would then require a 2200 sq. ft. facility.

Deleted: But we don't actually state our timing priority.

Formatted: Bullets and Numbering

Current Estimated Space:

Reception:	120 sq. ft.
Private office space:	155 sq. ft.
Work stations:	230 sq. ft.
Secure storage:	100 sq. ft.
Storage:	260 sq. ft.
Locker, haz-mat:	0 sq. ft.
Meal area:	0 sq. ft.
Miscellaneous:	<u>65 sq. ft.</u>
Total Current Space:	<u>930 sq. ft.</u>

Projected Space Needs:

Reception:	200 sq. ft.
Private office space:	400 sq. ft.
Work stations:	180 sq. ft.
Secure storage:	200 sq. ft.
Storage, work area:	440 sq. ft.
Locker, haz-mat:	0 sq. ft. (If on Public Safety Building site)
Locker, haz-mat:	300 sq. ft. (If <u>not</u> on Public Safety Building site)
Meal area:	80 sq. ft.
Miscellaneous:	<u>400 sq. ft.</u>
Total Future Space:	<u>1900 sq. ft.</u> (If on Public Safety Building site)
Total Future Space:	<u>2200 sq. ft.</u> (If <u>not</u> on Public Safety Building site)

3. LIBRARY

	<u>Current Estimated Space</u>	<u>Projected Space Needs</u>
- Lobby	85 sq. ft.	145 sq. ft.
- Circulation, computer area	950 sq. ft.	1200 sq. ft.
- Adult collections	1800 sq. ft.	1550 sq. ft.
- Reading room	420 sq. ft.	420 sq. ft.
- Reference room	0 sq. ft.	1200 sq. ft.
- Young adult collection	215 sq. ft.	290 sq. ft.
- Juvenile space	1300 sq. ft.	1870 sq. ft.
- Juvenile activity space	0 sq. ft.	1000 sq. ft.
- Office space	290 sq. ft.	440 sq. ft.
- Storage	0 sq. ft.	300 sq. ft.
- Meeting room w/ storage, kitchen & lavatory	<u>580 sq. ft.</u>	<u>1980 sq. ft.</u>
Total Space	5640 sq. ft.	10,395 sq. ft.

Note: Prior Library Planning and Feasibility studies indicated the Library would need 16,000 sq. ft. of total space and its current location would support a footprint of up to 12,600 sq. ft.

Deleted: The committee recommends this more modest plan as a ??? priority.

4. FIRE DEPARTMENT

The Fire Department has no expressed space needs at this time.

Current Estimated Space

Public Safety Building:

Garage	3200 sq. ft.
Storage	650 sq. ft.
EMT office + sleeping quarters	400 sq. ft.
Fire Chief's office	400 sq. ft.
Meeting room	1000 sq. ft.
Miscellaneous	<u>1070 sq. ft.</u>
Total Public Safety Building	<u>6720 sq. ft.</u>

Fire Station Edgartown Rd. 3010 sq. ft.

Grand Total Fire Department 9730 sq. ft.

5. EMERGENCY MANAGEMENT

Currently has no space. Needs work station, refrigerated storage and general storage space for equipment. Estimated needs 200 sq. ft.

6. TRI-TOWN AMBULANCE

Currently use public safety building. May need 500 additional sq. ft. at some future date. This extra space may or may not be located in West Tisbury.

7. PARKS & RECREATION

Currently has a shared desk in town hall and seasonal use of the Old Courthouse Rd. Firehouse to sell beach stickers, including applicant parking for sticker purchase. ~~There is also a storage shed at the beach.~~ Current Old Courthouse Rd. facility is 1655 sq. ft. Anticipated need is 400 dedicated sq. ft. of office and storage space.

Deleted: . A
Deleted: and
Deleted: are already covered...needed. Have several storage locations throughout town at the beaches.

8. ANIMAL CONTROL

Currently uses Tisbury facility. Needs occasional workstation, year-round animal storage facility and a horse trailer. Noise considerations. Needs a short-term solution as the Tisbury facilities may no longer be available – consider sharing with private airport facility or Edgartown town facility. Long term the Animal Control function needs a new 600 sq. ft., permanent facility -- preferably regional -- used by several towns.

9. COUNCIL ON AGING

The Howes House provides 3320 sq. ft. There is 400 sq. ft. of available second floor space for conversion to possible office or conference room use. The Council on Aging has no expressed additional needs at this time.

10. SCHOOL

The school has no expressed needs at this time. In the long term, pending enrollment trends, there may be available space at the school for other town functions. The space created by the current lower enrollment has been redirected to better serve current and new functional needs that were previously not available or, in very cramped quarters.

11. CEMETERY

The Cemetery has no expressed new space needs at this time.

12. HIGHWAY DEPARTMENT

The Highway Department has asked for a garage storage facility for the town's sander, 5-ton dump truck and miscellaneous equipment. The Space Needs Committee sees this as a long term need. No immediate action needed.

13. OTHER CAPITAL FINANCING NEEDS FOR FUTURE DEBT SERVICE CONSIDERATION

HIGHWAY DEPARTMENT

The Highway Department will have an ongoing capital need for road repairs that will be considered in the long-term debt service schedule.

PATHS BY THE ROAD

This committee was evaluated because of their future capital needs that will affect the town's long-term debt service schedule. The Space Needs Committee recommends using Community Preservation Act – Open Space Preservation funding for this capital expense.

III. West Tisbury Space Use Planning Options

The following is a summary of the space use planning options to consider for each town function. The pros and cons of each option are included. The space use options that were considered by the committee but rejected are also included at the end of this section.

A. WEST TISBURY TOWN ADMINISTRATION OPTIONS

1. Restore current town hall

Description

Restore the current structure; re-build foundation with minimal basement space for mechanical equipment and record storage; add enclosed stairs on east; enclosed stair and elevator on west; Total gross area = 7000 sq. ft.

Pros

- Save historic structure and keep the historic district alive.
- Eligible for Community Preservation Act (CPA) historic funds.
- Keep “campus” feel of town with close proximity to Library and Howes House.
- Adequate septic and water capacity.
- Avoids problem of finding alternate use for old building.

Cons

- The condition of the building may make renovation option more costly per sq. ft. vs new construction.
- Need temporary town hall staff space.
- Difficult to get reliable competitive bids due to the extent of necessary renovations.
- We cannot quantify the trade-off between the financial costs of maintaining a “campus” feel of the town center against its social benefits.

Deleted: Use
Deleted: : est. 10% = \$56,000/yr.****

Deleted: **** With town approval, we could use up to 75-80% of CPA funding on historic preservation, not just 10% -- should state a range¶
 ¶
 Change to eligible for CPA – no \$¶

2. Build a new, two-story 7000 sq. ft. town hall on site, behind the current town hall. Then demolish the current town hall.

Description

The design of the new building would respect its historic neighbors and the historic district. When completed, demolish the current town hall.

Pros

- Can preserve the historic look of the site. Keep the historic district alive.
- More efficient new design.
- Keep “campus” feel of town with close proximity to Library and Howes House.
- No need for temporary town hall staff space.
- Adequate septic and water capacity.
- Easier to get firm, competitive bids.
- More efficient operating cost than using current building—utilities, HVAC.

Cons

- Cannot use CPA historic preservation funds.
- Lose the historic structure.
- May need to relocate the playground.

3. Build a new, one-story or two-story 7000 sq. ft. town hall on a new site.

Description

Design and build a new 7000 sq. ft. town hall facility at a new location in town. Site must have adequate water and septic capacity.

Pros

- Efficient design and construction.
- More efficient operating cost than using current building —utilities, HVAC.
- Easier to get firm, competitive bids.
- Easy expansion.

Cons

- Cannot use CPA historic preservation funds.
- Must determine use or disposal plan for current town hall building – see following discussion.

TOWN HALL OPTIONS DISCUSSION –WHERE SHOULD WE PUT A NEW TOWN HALL?

If we build a new town hall, where should town hall be built?

Pros

Cons

1. On the current site behind the current town hall (1.2 acres).

- Preserve the “campus” feel of town with close proximity to Library and Howes House.
- Adequate septic and water capacity.
- Space for public parking and public transportation.
- Foot traffic convenience.

- May need to move the playground.

2. Lambert’s Cove Road and State Road (3.1 acre parcel #2).

- Space for parking and public transportation.
- Adequate septic and water capacity.
- Proximity to the North Tisbury business district.

- Isolated location.
- Lose “campus” feel of the historic district.
- Lack of foot traffic convenience.

3. West of the Firehouse on Edgartown Road (total 7.0 acres).

- Space for parking and public transportation.
- Adequate septic and water capacity.

- Isolated location in a residential neighborhood.
- Lose “campus” feel of the historic district.
- Lack of foot traffic convenience.

4. North of the school on the school lot (part of 22.7 acre parcel).

- Space for parking and public transportation.

- Lack of foot traffic convenience.
- Public water supply needs may restrict further development on this property.

TOWN HALL OPTIONS DISCUSSION – IF WE BUILD A NEW TOWN HALL, WHAT DO WE DO WITH THE CURRENT TOWN HALL AND LAND?

Description

Pros

Cons

1. Sell the building to a commercial real estate developer, keep and lease the land. Example: Professional, office space.

2. Sell the building and land for conversion into a private residence.

3. Lease land to a housing developer. Convert the building with an addition into mixed affordable housing condominiums, rental units for seniors and young adults –after building a new town hall at another location.
 - The Preservation Trust would probably support this use and grant the town septic rights from the Grange Hall property.
 - The current septic is 85% underutilized. There is space to double its capacity. Put strict architectural, use and tenant controls on the plan.

4. Demolish the building. Create a park.

- No cost to the town.
- Retain control of prime real estate in historic town center.
- Positive revenue stream from lease payment.
- Save historic structure with strict architectural design covenants.

- Property becomes part of the town’s tax base.
- Revenue from the sale.

- Provides needed affordable housing.
- Possibly cost neutral for the town. Eligible for CPA funds (both historic preservation and affordable housing).
- Town retains control of prime real estate in historic town center.
- Convenient location for seniors (Council on Aging, Library, public transportation, ease of foot traffic).
- Save historic structure and keep the historic district alive.

- May not have adequate parking space.
- Need ZBA special permit for commercial use.
- Possible inadequate septic capacity – Preservation Trust may not allow commercial use of its septic.

- Lose control of prime real estate in Historic District.

- May not be cost effective for developer to restore the current building—even with CPA fund subsidies.
- There may be better, more cost effective alternatives for affordable housing.

Deleted: If use 80% of

Deleted: =est. \$450,000/year (10%)

Deleted: , 70%

Deleted: [If start in 2012 will have approximately \$2.7 million in available CPA funds. . ???unclear?? does this assume the money has not been spent along the way???)

Formatted: Bullets and Numbering

REJECTED TOWN HALL BUILDING RE-USE OPTIONS

The following option was considered but rejected by the Committee for various reasons. We believe it is important to publish all considered options – even if rejected by the Space Needs Committee as a viable solution.

Description

Pros

Cons

- 1. Give or sell the building to the Preservation Trust or other non-profit entity; keep and lease the land.

- Retain control of prime real estate in historic town center.
- Positive revenue stream from lease payment.
- Save historic structure with strict architectural design covenants.

- This was rejected as a viable present option because the Preservation Trust is not currently interested in owning or restoring the town hall building.

B. POLICE DEPARTMENT OPTIONS

1. Build a 1900 sq. ft. facility at the Public Safety Building location.

Description

Pros

Cons

Build an estimated 1900 sq. ft. facility at the Public Safety Building location.

- Functional synergy with other public safety departments –Fire, Tri-Town Ambulance (TTA), Emergency Management.
- Efficient design and construction.
- Adequate water and septic capacity.
- Can plan for permanent space for Emergency Management.
- Additional space for TTA.
- Can share existing haz-mat storage and wash-down area, generator, emergency communications system.

- Possible traffic congestion if a major emergency occurs involving fire, police, TTA.

POLICE DEPARTMENT OPTIONS

2. Build a new 2200 sq ft. police station West of the Firehouse on Edgartown Road.

<u>Description</u>	<u>Pros</u>	<u>Cons</u>
Build a new 2200 sq ft. police station West of the Firehouse on Edgartown Road.	<ul style="list-style-type: none"> • Central location. • Adequate water and septic capacity. • Efficient design and construction. 	<ul style="list-style-type: none"> • No synergy with other public safety functions. • More space is needed on a site that is away from the Public Safety Building lot—need to duplicate haz-mat storage and wash-down area, generator, emergency communications system.

REJECTED POLICE DEPT. OPTIONS

<u>Description</u>	<u>Pros</u>	<u>Cons</u>
1. Move Police Dept. to Old Courthouse Rd. location, demolish building and build a new facility.	<ul style="list-style-type: none"> • Returns Parcel to a public safety use. 	<ul style="list-style-type: none"> • Poor visibility. This site is not well suited for municipal use. The Committee recommends designating the lot for affordable housing. • Residential neighborhood –noise.
2. Move Police Dept. to town hall –after building a new town hall; only renovate one or two floors.	<ul style="list-style-type: none"> • Visible location. • Eligible for CPA historic preservation funds. • Ample parking. • Keep playground. • Convenient access via public transportation. • Foot traffic convenience. 	<ul style="list-style-type: none"> • Partial restoration not a long-term solution for saving the building and historic design. • High operating and maintenance costs.

Deleted: Saves historic structure; use

Deleted: Est. 10 % = \$56,000/year. . . Include range of up to 75-80%....

Deleted: ¶

C. LIBRARY OPTION

1. *Expand current facility by 4755 sq. ft. Total estimated area = 10,395 sq. ft.*

Description

Expand current facility + 4755 sq. ft. as per the Director's plan. Delay start until eligible to apply for additional state grant—that must be matched with local funding.

Pros

- Less cost than building a new 10,000 sq. ft. library.
- Continue to use site as originally intended when donated to the town.
- Maintain “campus” feel with close proximity to Howes House.
- Probably no ConCom issues with site (stream).

Cons

- Possible limited parking space.
- Possible septic and water capacity issues - not insurmountable for library use on this site.

REJECTED LIBRARY OPTIONS

Description

1. Move Library to town Hall (and move town hall to Library).

Pros

- Maintain “campus” feel with close proximity to Howes House.
- Convenient access via public transportation, foot traffic.
- Save historic town hall structure.
- Eligible for CPA historic preservation funds.
- Adequate parking.
- Keep playground.

Cons

- Probably not cost effective to structurally secure building for heavy load capacities of 100 to 150 lbs/sq. ft. for a library use.
- An addition for town hall on the library site is not possible due to town hall's required public water supply. There is not enough space for a public water system on this site if there is a change in use.

Deleted: Use

Deleted: est. 10% = \$56,000/year.

REJECTED LIBRARY OPTIONS

Description

2. Build a new 10,000 sq. ft. library on a new site and move town hall to the library site.

Pros

- Efficient design and construction.

Cons

- Expensive.
- There is no alternate location for a new library with convenience to public transportation and foot traffic.
- May need additional land for parking.
- Inadequate septic and water capacity if move town hall to current library site.
- There is no appropriate municipal use for this site other than for a library.

Deleted: (Note: it is not feasible to build a new library on the current site because the town will not have a library during construction.)

D. TRI-TOWN AMBULANCE, EMERGENCY MANAGEMENT OPTION

1. Locate both functions at the Public Safety Building site.

Description

1. Locate both functions at the Public Safety Building location –with or without the Police Dept. at this site.

Pros

- Synergy with other public safety functions.
- Temporarily rent a storage trailer for Emergency Management until finished with modifications.

Cons

- None.

F. ANIMAL CONTROL

Short Term Need: There is a short to medium term need to move this function from its temporary location in Tisbury. Consider leasing space -- if available -- at the airport or another cooperative arrangement for an interim facility.

Long Term: Recommend developing a regional solution at a site that is used and maintained by several towns. There are specific Commonwealth mandated heat and water requirements for an animal control facility. The site can be in any town.

The Committee recommends a regional solution at a site that is to be determined. A regional facility may or may not be located in West Tisbury. A new facility anywhere will have to meet State and other code requirements.

Deleted: at the Edgartown Animal Control

Deleted: The airport has already said they are willing to work with our Animal Control Officer and does not have a problem accommodating our needs. [Joannie says it looks like she can stay at Tisbury a little longer than she thought before, but we should keep the pressure on to plan for this....]¶

1. Use current Police Station

Description

After moving the Police Department to a new site, consider combining with Park & Rec. storage needs.

Pros

- Efficient use of facility.
- Possible space for a dog run.

Cons

- Inadequate storage, water and septic capacity – 30 gallons of flow/day.
- Need Conservation Commission permit – within 100 feet of a pond.

Deleted:

2. Build a 600 sq. ft. facility at the Dump

Include Park & Rec. storage space.

- May be able to share facility and cost with other towns.
- Isolated location.

- Possible noise or environmental issues.

REJECTED ANIMAL CONTROL

Description

Tear down building at Old Courthouse Rd. Build a 600 sq. ft. pound. Needs year round water, septic and dog run. Consider combining with Park & Rec. storage needs.

Pros

- Available now.
- Space for horse trailer storage if needed.
- Space for Park & Rec. storage needs.

Cons

- This site is not well suited for municipal use. The Committee recommends designating the lot for affordable housing.
- Residential neighborhood –noise.
- Possible water & septic capacity. State law requires waster and sewer capacity this site does not have.

F. PARKS & RECREATION

Option: There is the option to continue providing the seasonal services of this function throughout town. The Parks & Recreation Committee has requested space for special programming uses – such as a Community Center. The Space Needs Committee believes these needs can be accommodated at existing facilities.

1. Use classrooms at the school during the summer season. Consider selling summer beach stickers here rather than at Old Courthouse Road.

<u>Description</u>	<u>Pros</u>	<u>Cons</u>
Classrooms at the school.	<ul style="list-style-type: none">• Available in summer for seasonal use.• Convenient location for selling beach stickers.• Already have tennis court attendant at location in summer.• Ample parking space in summer.• Possible move-in condition.• Use Old Courthouse Rd. for housing.	<ul style="list-style-type: none">• Not available for at least 5-10 years for permanent year-round use.

G. SCHOOL

Description

1. Current space is adequate. May have future available space for alternative functions—pending enrollment trend. The space created by the current lower enrollment has been redirected to better serve current and new functional needs that were previously not available or, in very cramped quarters.
2. Will need capital improvements for needed repairs and maintenance. These needs will be funded within the annual school budget. No incremental funds are needed at this time.

H. HIGHWAY DEPARTMENT

The Highway Department has asked for garage storage space for the sander, dump truck and miscellaneous equipment. The Committee believes this is a long-term planning need.

1. Build a garage at the dump

Description

Build a garage at the dump. Combine with animal control and Park & Rec. storage needs.

Pros

- Good access for trucks.
- Trucks currently stored on this site.

Cons

- None.

REJECTED HIGHWAY DEPARTMENT

1. Old Courthouse Road facility

Description

1. Use the Old Courthouse Road facility.

Pros

- Facility has concrete floor capable of storing trucks.
- Minimal remodeling needed.
- Perhaps provide Park & Rec. storage.

Cons

- This site is not well suited for municipal use. The Committee recommends designating the lot for affordable housing.
- Excessive noise in residential neighborhood.

I. CEMETERY

1. No apparent space needs at this time.

J. COUNCIL ON AGING

1. No apparent space needs at this time.

K. FIRE DEPT.

1. No apparent space needs at this time.

Deleted: <#> . . . BIOS???? Add as last page ¶
 take out volunteers appointed by the BOS on ??/??/??¶
 ¶
 Hull – add library bldg comm.¶
 ¶
 Make sure to send to webmaster as well, incl exec. Summary

SPACE NEEDS COMMITTEE MEMBERS – Appointed by the Board of Selectmen on June 7, 2006.

Bob Schwartz: Architect with practices in New York City and Greenwich, CT.
Military service as Project Engineer for the Manhattan Project.
Bob also served on the Town Hall Building Committee.

Bea Phear: Bea's education and career is in human service planning and affordable housing.
Bea also founded a transitional shelter for homeless teen parents.

Kathy Logue: Town Treasurer, member of the town's Capital Improvements Planning Committee
and Financial Management Team.

Hermine Hull: Art dealer, oil painter, co-curator for West Tisbury's Centennial Art Exhibition in 1992.
Chairman of Library Board of Trustees, member of the Paths Besides the Roads and Library Building
Committees.

Sue Hruby: Sue's education is in urban planning. Her 28-year career with Citicorp included communications,
process effectiveness, project management and business planning.

Chuck Hodgkinson: Works with several boards for the Town of Chilmark: Personnel, Community Preservation Committee,
Zoning, Site Review, Conservation Commission while helping with several special town projects for the
Housing Committee, Planning Board and Selectmen.

Kent Healy: Civil Engineer for 43 years with extensive work for the Town. Member of the MVRD & RR Committee
for ten years. Chairman of the West Tisbury Library and Howes House Building Committees.

Joe Eldredge: Architect and historian. Designed hospitals, scientific facilities, and office buildings. Joe's work on the
Island includes: restoring the Whaling Church, MV Gazette additions, Edgartown waterfront, post offices, and
the Howes House.

Les Cutler: Les held several executive management and leadership positions at the University of Connecticut including
President of the Health System and Health Center Finance Corp., Chancellor and Provost for Health Affairs.
Les is also the Managing Director for Lambert's Cove Partners.