



SYLVESTER MANOR

To: Town of Shelter Island Town Board and Town Clerk
From: Julia Brennan, Capital Projects Manager
Date: March 3, 2026
Re: Consolidated response to C. Teresa Masin reports

We are grateful for all Site Plan Review input from Town advisors - committee members and outside consultants - and assistance from Town staff as we prepare to launch the long-sought and complex Manor House Rehabilitation.

We have reviewed C. Teresa Masin's December 16, 2025, and January 31, 2026 submissions and present this consolidated response for the Town Board's consideration. Appended to this memo are documents responsive to her observations, including refinements of our initial January 31, 2024 building permit submission.

General

I/A upgrade

In her December advisory, Ms. Masin notes the initial plan set lacks proposed sanitary upgrade details. We submitted Manor House plans to the Building Department in 2024. We have since forwarded the I/A plan approved by Suffolk County to the Town Clerk [**Appendix 1: I/A System**].

Fire suppression

In both reports, Ms. Masin asks whether the proposed Manor House mist sprinkler system requires upgrades to the well "to provide sufficient pressure to ensure proper operation of the proposed fire suppression devices." The short answer: no update is needed.

Several components comprise the proposed system, starting with our domestic water well pump installed in 2018. It supplies water to initially fill the 2,475-gallon tank in the basement's SE corner. The tank is the system reservoir. Next, water travels through pumps that pressurize the flow and force it through narrow tubes to specialized nozzles at strategically-positioned sprinkler heads. When triggered by the integrated alarm, the system deploys finely atomized water, which turns to steam in the presence of heat, serving three fire suppression purposes:

- Cools the flames and surrounding gases
- Expands rapidly to deplete the oxygen fueling the fire
- Via wetting, blocks radiant heat to prevent fire from spreading

Mist systems provide these advantages in historic preservation settings:

- Reduced water use (as much as 90% less), minimizing potential water damage
- Less intrusion during installation, as the tubing for water mist systems has a smaller diameter than for conventional systems
- A dry pipe option, which allows the pipes in poorly insulated areas to be drained to prevent freezing in cold weather and then filled rapidly when a fire alarm is triggered
- Discreet sprinkler heads and components readily integrated into historic finishes

Proposed for the Manor House is a Fike DuraQuench system **[Appendix 2: Draft sprinkler plans]**. It will draw water from the tank at 111 gallons per minute and pressurize it to 150 psi (max 232 psi for dry pipes). Among the many factors considered in design are:

- Relevant fire codes
- Cubic volumes of the spaces being protected
- Hazard classification for those spaces
- Placement of sprinkler heads to achieve the desired outputs
- Routing of pipes through the walls from the basement to the attic to deliver the appropriate amounts of pressurized water

While the system, as planned, doesn't require a well pump upgrade, the design criteria include a provision for the Building Inspector to have the installer hydraulically calculate the system for its effectiveness as built. Another essential component is a fireproof link to the electrical power supply. System power — both main supply and generator — will be buried 24" deep and protected by concrete **[Appendix 3: Fire Suppression Conduit]**.

We are seeking Shelter Island Fire Department (SIFD) input regarding exterior connections and a possible underground cistern, which could also serve other structures. Design requires coordination with the SIFD and our engineering, archaeology and landscape consultants, with review and approval as a provisional requirement for this project's Certificate of Occupancy.

Landscaping & screening - §109-3A(3)

Ground disturbance

Ms. Masin seeks additional information about other areas of possible ground disturbance:

- Removals and leveling for the new mechanical pad
- Placement of sub-surface drywells to capture roof run-off

We continue to refine equipment selections and, as a result, final mechanical pad details are forthcoming **[Appendix 4: Draft Updated Mechanical Pad]**. The draft plan for roof capture drywells is attached **[Appendix 5: Draft Roof Drainage plan]**.

Screening

Ms. Masin recommends evergreen screening. We believe the proposed wooden fence suffices to deter unauthorized access, obscure views of the machinery, and dampen any noise. It will not be visible from public roads, and is tucked below the highest point of the Manor House lawn, obscuring views of it from Gardiners Creek or homes across the water. Adding a hedge may hinder fence maintenance, attract deer browsing (reducing its intended effect) and potentially conflict with future plant selection at the adjacent Historic Gardens.

Removals & revegetation

During dormancy, we will relocate climbing roses to a campus setting of similar conditions, and restore them upon project completion. Once construction is underway, we expect to devote attention to the revival of the Historic Gardens, which hold a position of primacy in the Manor House landscape. Research indicates that grassy lawns and specimen trees have long been the major landscape elements in the immediate vicinity of the Manor House, with climbing roses and small beds of perennials and annuals decorating porticos and porches. Most of the remnant foundation plantings are relatively recent additions and include overgrown shrubs dominated by knotweed (*Reynoutria japonica var. japonica*) and plume poppy (*Macleaya cordata*). Eradicating these invasives requires digging out all root fragments. Until we resolve Historic Garden details, we have indicated in the plans the reintegration disturbed areas into the surrounding lawn. Doing so will enhance our capacity to monitor for invasives.

Draft entry plans not subject to review at this time

In her supplemental report, Ms. Masin provides notes on draft plans for re-configuring the primary entry. We shared these conceptual drawings for information only at the request of other Town Board advisors. Changes at the primary entry are part of a larger project under a NYS CREST grant and require separate regulatory processing. Once we obtain NYS DOT approval, we'll seek any required DEC, Suffolk County and Town permits. In the meantime, we'll forward Ms. Masin's observations about specific species to the design team.

Natural Features & Environmental Concerns §109-3A(5)

Wetlands

We share the Town's concerns for surface waters and its interest in placing sanitary system elements beyond wetlands boundaries. Contrary to Ms. Masin's recommendation, we believe the proposed work fits the Town Code wetlands exemption for "septic (abandonment by backfilling and/or removal of existing)." Further, we believe our proposed permeable ADA-compliant parking stalls, which we must provide as a public necessity, are exempt as "necessary public facilities." These two exemptions are among those charted in Town Code Chapter 129-2 as "NPR," for no permit required. Further, we've outlined in our site protection specifications for straw bales, silt fences, and other protective systems to be deployed.

Floodplain

Construction documents include a FEMA floodplain map showing no impacts expected on the floodplain, as the proposed activities are outside FEMA designated flood zones.

Northern Long-Eared Bat

We appreciate the reminders about Northern Long-Eared Bats, and are aware of the prohibitions and mitigations relating to them and other federally-listed endangered species. To the east of the Manor House, we have removed holly trees next to the foundation and in the path of the future ADA-compliant ramp.

Topography and drainage

Fine-tuning remains as we coordinate the work of separate engineering teams in balancing multiple uses at the North Lawn. Historically, this was an intensively used space with prior ground disturbances; it's not a natural landscape.

Among its known former structures were a hand-pump well, a dairy (for keeping products cold before refrigeration), a laundry, a variety of sanitary systems, and extensive shoreline fencing. Uses of an outbuilding, still existing, have included worker/guest housing, a chemistry lab, and, into the late 20th century, a boiler room supplying Manor House heat. It still houses our emergency electrical service shut-off.

North Lawn work anticipated in the plans calls for:

- Excavation and filling during the abandonment of certain sanitary system elements and the installation of new elements outside the wetlands boundary
- Removal of a 1960s cabana and its slab with re-grading
- De-electrification of near-shore outbuildings, with overhead wiring and pole removal
- Burial of electrical lines between the new mechanical pad and the house
- Regrading associated with new permeable ADA parking and pathways with slopes of no more than 2.08%
- Drywell installation for Manor House roof drainage capture

Currently, our ADA-parking plan complies with slope limitations. But achieving the correct grade produced a step in a nearby pathway that requires refinement. We request conditional approval that allows the Building Department to authorize any minor adjustments. Construction documents for final building permit approval will specify permeable materials for parking and pathways to address drainage concerns.

Please let us know if you have any questions or require additional information; I can be reached at jbrennan@sylvestermanor.org.

APPENDIX 1

Approved I/A System

APPENDIX 2

75% Draft Construction Documents

Sprinkler Plans

PROJECT
ARCHITECTURAL PRESERVATION STUDIO, DPC
 ARCHITECTURAL PRESERVATION STUDIO, DPC
 225 WEST 11TH STREET, 10TH FLOOR
 NEW YORK, NY 10011
 TEL: 212 279 7270 / FAX: 212 279 7271

CONSULTANTS

MECHANICAL
 MPTP CONSULTANTS
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 NEW YORK, NY 10011
BOAL LIGHT DESIGN
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AUSPICES OF FREEDOM PLLC
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 NEW YORK, NY 10011
JOHN J. MCGEE CONSULTING, INC.
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MECHANICAL CONSULTING
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METROPOLIS GROUP, INC.
 100 WEST 11TH STREET
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STRUCTURAL CONSULTANTS, INC.
 100 WEST 11TH STREET
 NEW YORK, NY 10011
200 WEST 11TH STREET, SUITE 701
 NEW YORK, NY 10011
 TEL: 212 268 8139

CLIENT / OWNER
SPRINKLER MANOR
 100 WEST 11TH STREET
 NEW YORK, NY 10011



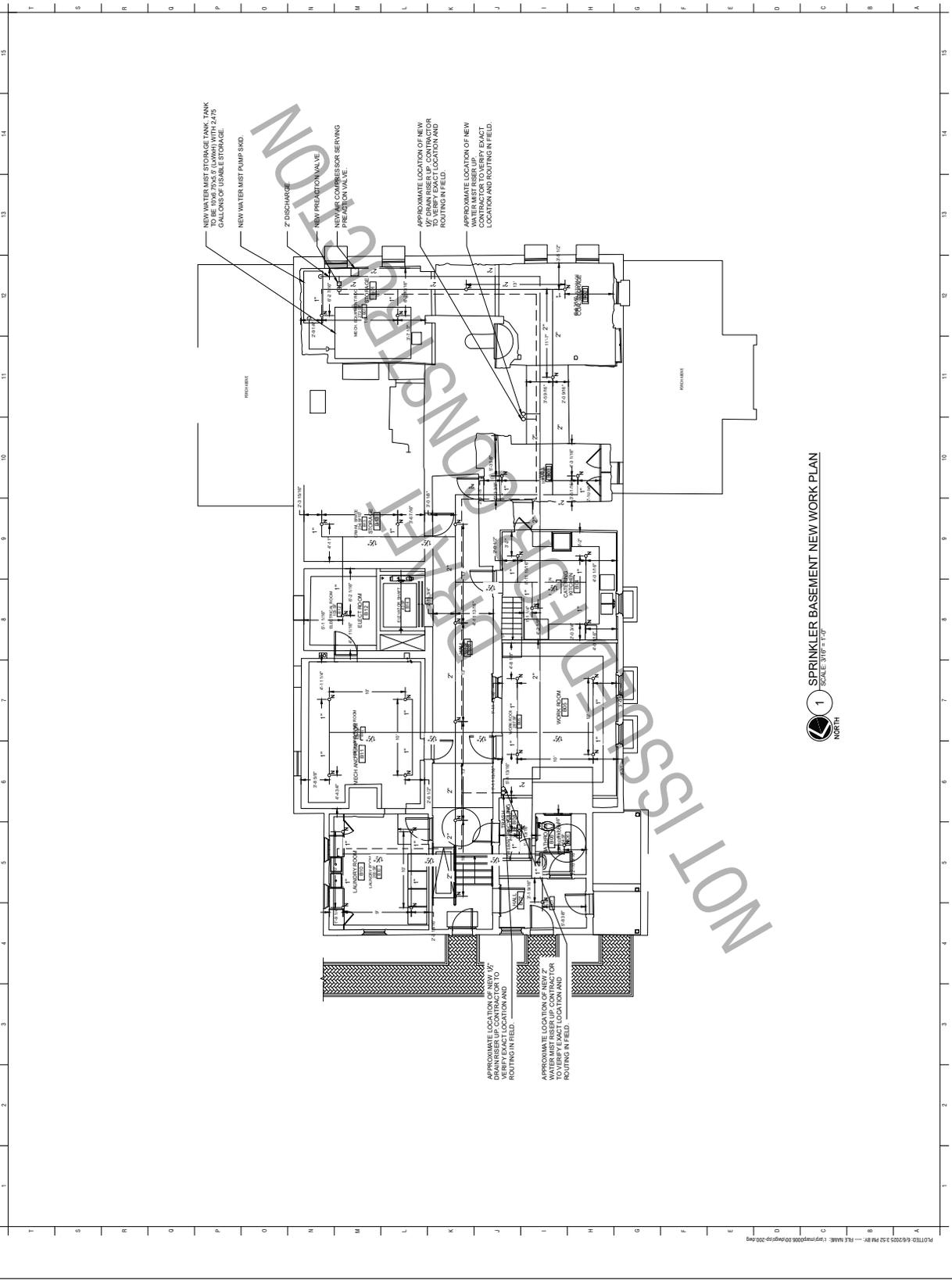
NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMITS	11/13/2017
2	ISSUED FOR PERMITS	11/13/2017
3	PROGRESS SET	08/08/2017

DATE PLOTTED
 11/13/2017
TIME PLOTTED
 11:13:00 AM
USER
 J. MCGEE

PROJECT
 SPRINKLER BASEMENT NEW WORK

SCALE
 1/8" = 1'-0"

SP-200
 SHEET 01 OF 04
 11/13/2017



1 SPRINKLER BASEMENT NEW WORK PLAN
 SCALE 1/8" = 1'-0"
 NORTH

PROJECT
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 ADDRESS: 1000 Park Avenue, 6th Floor (Upper Corner)
 NEW YORK, NY 10028
 TEL: 212 279 7370 / FAX: 212 279 7371

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 MECHANICAL: MPTP CONSULTANTS
 ELEVATION: MPTP CONSULTANTS
 BOULDER DESIGN
 LIGHTING CONSULTANT: MPTP CONSULTANTS
 NEW YORK, NY 10028

CLIENT
 A DISPOSABLE FREEDOM LLC
 200 WEST 10TH STREET, THIRD FLOOR
 NEW YORK, NY 10011

GENERAL CONTRACTOR
 JACOBS GROUP INC.
 100 WEST 10TH STREET, THIRD FLOOR
 NEW YORK, NY 10011

MECHANICAL CONSULTANTS
 MPTP CONSULTANTS, INC.
 100 WEST 10TH STREET, THIRD FLOOR
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ELECTRICAL CONSULTANTS
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CLIENT OWNER
 SWANER MANOR
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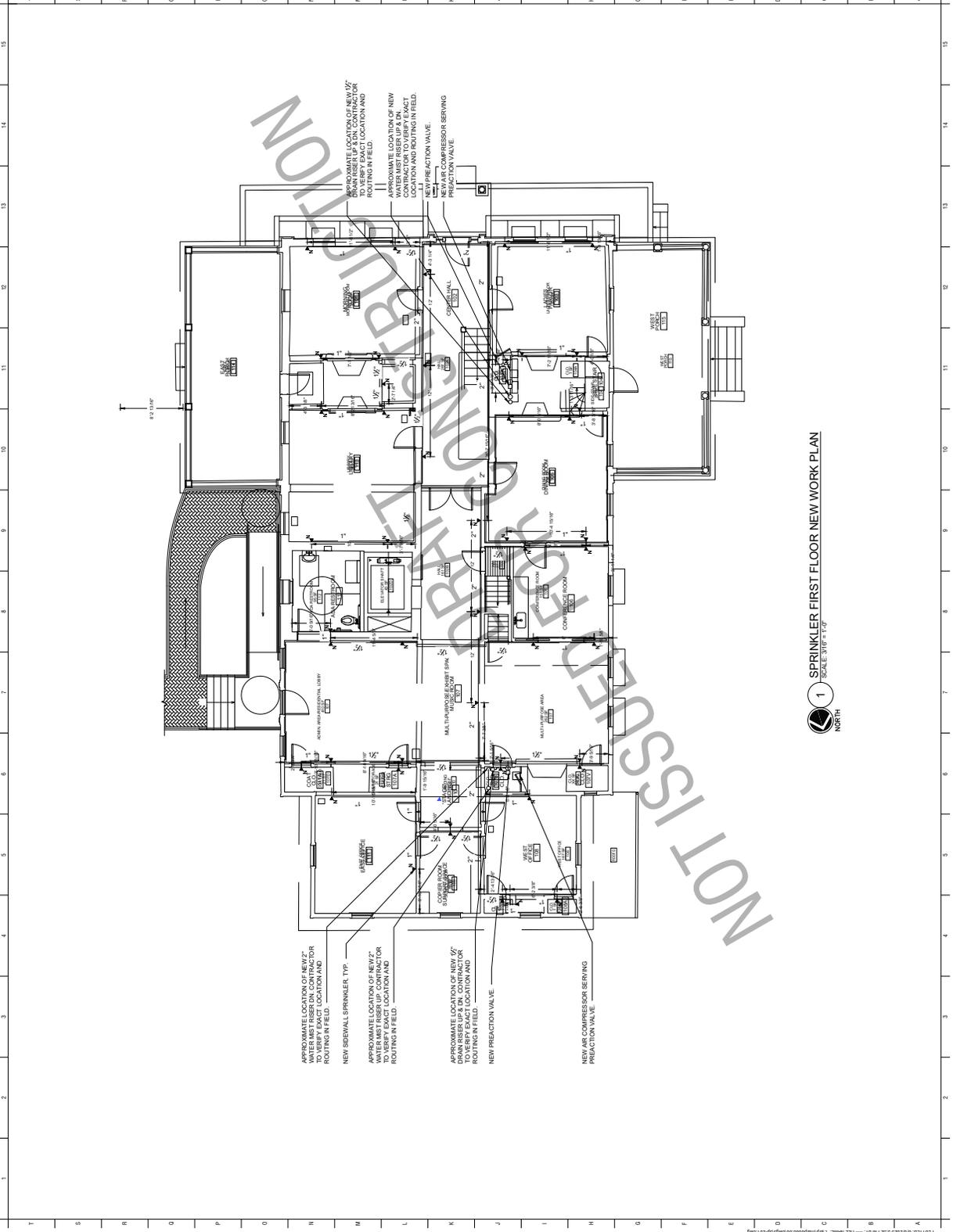


NO.	DESCRIPTION OF REVISION	DATE
1	ISSUED FOR PERMIT	11/13/2018
2	ISSUED FOR PERMIT	11/13/2018
3	PROGRESS SET	08/08/2017

DATE: 11/13/2018
SCALE: AS SHOWN
PROJECT NO.: SP-201

CLIENT: SWANER MANOR HOUSE
PROJECT: EXTERIOR REHABILITATION
INTERIOR REUSE

DATE: 11/13/2018
SCALE: AS SHOWN
PROJECT NO.: SP-201



APPROXIMATE LOCATION OF NEW 1/2" WATER MAIN RISER. CONTRACTOR TO VERIFY EXACT LOCATION AND ROUTING IN FIELD.

NEW SERIAL SPRINKLER TYP

APPROXIMATE LOCATION OF NEW 2" DRAIN RISER UP & DN. CONTRACTOR TO VERIFY EXACT LOCATION AND ROUTING IN FIELD.

APPROXIMATE LOCATION OF NEW 1/2" DRAIN RISER UP & DN. CONTRACTOR TO VERIFY EXACT LOCATION AND ROUTING IN FIELD.

NEW AIR COMPRESSOR SERVING PREACTION VALVE.

NEW AIR COMPRESSOR SERVING PREACTION VALVE.

1 SPRINKLER FIRST FLOOR NEW WORK PLAN
 SCALE: 3/8" = 1'-0"
 NORTH

ARCHITECT
ARCHITECTURAL PRESERVATION STUDIO, DPC
 ADDRESS: 1600 Park Avenue, G. 304 (Upper East Side)
 NEW YORK, NY 10029
 TEL: 212 279 7270 / FAX: 212 279 7271

CONSULTANTS
 MECHANICAL: MPT CONSULTANTS
 ELECTRICAL: MPT CONSULTANTS
 BOY LIGHT DESIGN
 LIGHTING CONSULTANT
 110 WEST 111 STREET
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A. DISPERSON FREEMAN PLLC
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3. JAMES L. O'NEILL, ARCHITECT, THIRD FLOOR
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 NEW YORK, NY 10030

4. JAMES L. O'NEILL, ARCHITECT, THIRD FLOOR
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5. METROPOLIS GROUP, INC.
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6. METROPOLIS GROUP, INC.
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7. METROPOLIS GROUP, INC.
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 110 WEST 111 STREET
 NEW YORK, NY 10030

10. METROPOLIS GROUP, INC.
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11. METROPOLIS GROUP, INC.
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12. METROPOLIS GROUP, INC.
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13. METROPOLIS GROUP, INC.
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14. METROPOLIS GROUP, INC.
 110 WEST 111 STREET
 NEW YORK, NY 10030

15. METROPOLIS GROUP, INC.
 110 WEST 111 STREET
 NEW YORK, NY 10030

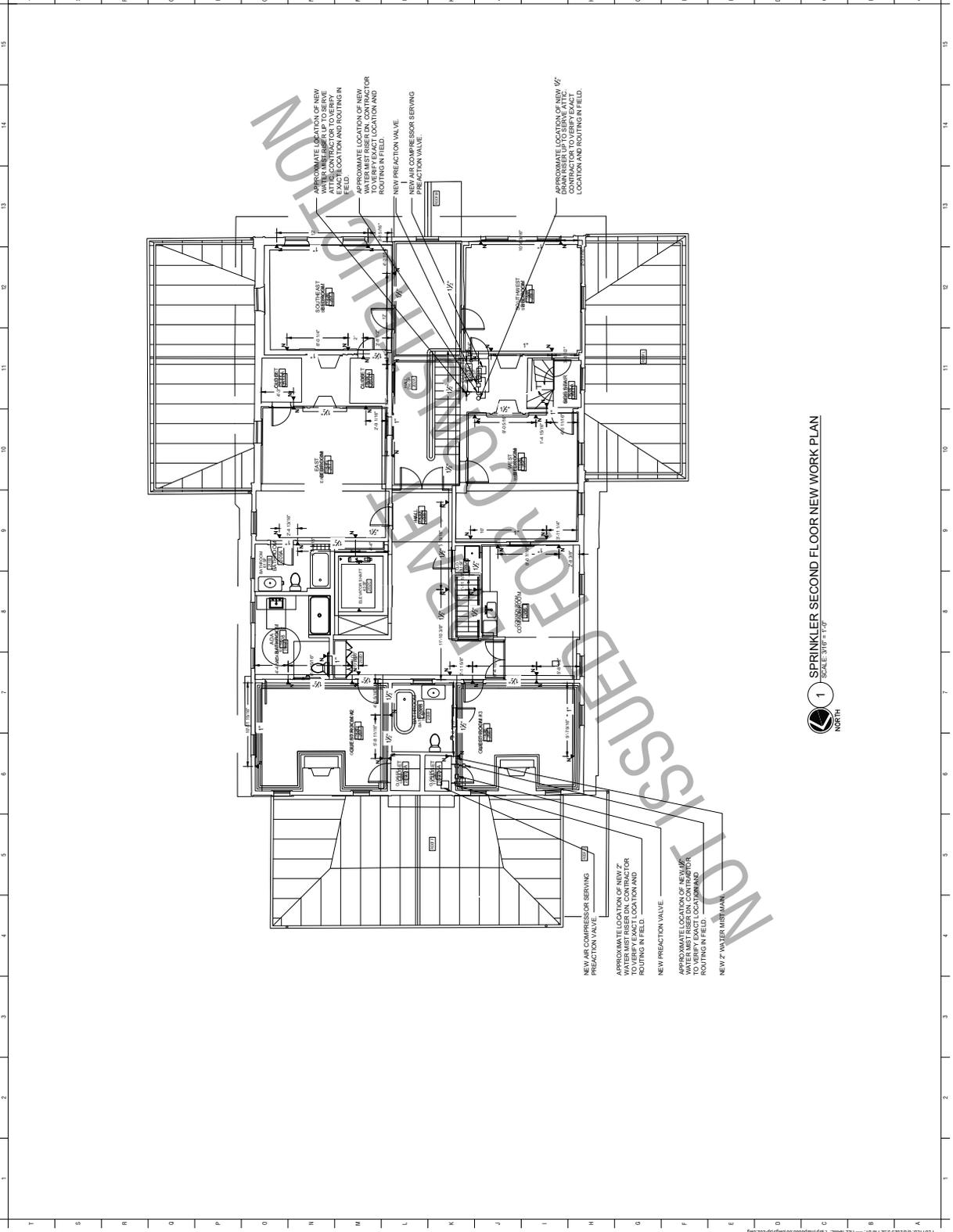
16. METROPOLIS GROUP, INC.
 110 WEST 111 STREET
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 NEW YORK, NY 10030

20. METROPOLIS GROUP, INC.
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 NEW YORK, NY 10030



1 SPRINKLER SECOND FLOOR NEW WORK PLAN
 SCALE: 3/8" = 1'-0"



NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMITS	11/13/2021
2	ISSUED FOR PERMITS	11/13/2021
3	PROGRESS SET	08/08/2021

SYLVES TER MAJOR HOUSE
 EXTERIOR REHABILITATION
 INTERIOR REUSE

SPRINKLER SECOND FLOOR NEW
 WORK PLAN

PROJECT NO.	SP-202
DATE	11/13/2021
SCALE	3/8" = 1'-0"
DESIGNER	ARCHITECTURAL PRESERVATION STUDIO, DPC
CLIENT	METROPOLIS GROUP, INC.

APPENDIX 3

75% Draft Construction Documents

E-301

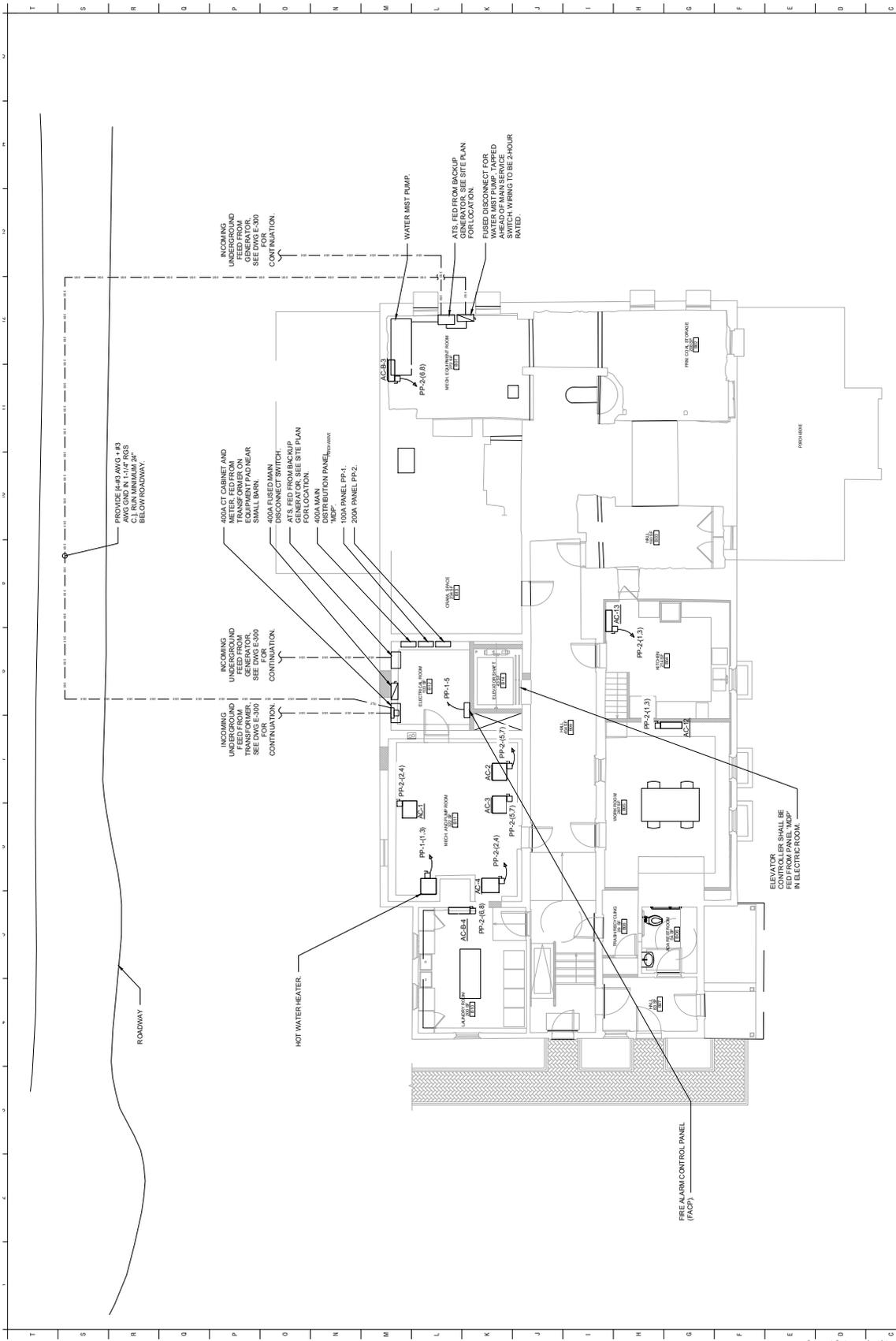
Electrical Basement New Work Plan
(including Fire Suppression Conduit)



NO.	DESCRIPTION	DATE
1	ISSUED FOR COORDINATION	04.13.2024
2	ISSUED FOR REVIEW	11.13.2023
3	PROGRESS SET	06.08.2024

DATE: 11/13/2023
 SHEET NO: E-301
 OF # #

SYLVESTER MANOR HOUSE
 EXTERIOR REHABILITATION
 ELECTRICAL BASEMENT NETWORK PLAN



SHEET NOTES:
 1. ALL EQUIPMENT SHALL BE PROVIDED IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE (NEC) AND ALL APPLICABLE LOCAL CODES. COORDINATION OF PANEL LAYOUTS ARE ON-GOING.
 2. ALL MECHANICAL EQUIPMENT DISCONNECT SWITCHES SHOWN ARE TO BE PROVIDED BY MECHANICAL CONTRACTOR AND INSTALLED BY ELECTRICAL CONTRACTOR. COORDINATE AS REQUIRED.
 3. REFER TO MECHANICAL DRAWINGS FOR EXACT LOCATION OF MECHANICAL EQUIPMENT. ALL MECHANICAL EQUIPMENT SHOWN TO BE INSTALLED BY MECHANICAL CONTRACTOR, WIRED BY ELECTRICAL CONTRACTOR.

1 ELECTRICAL BASEMENT NEW WORK PLAN
 SCALE: 3/16" = 1'-0"
 NORTH

APPENDIX 4

75% Draft Construction Documents

M-300

Updated Mechanical Site Plan

CORRECTED

APPENDIX 5

DRAFT

Partial Sanitary & Roof Drainage Plan

