

**Middletown Springs Building Committee**  
**September 3, 2014 – Middletown Springs Historical Society**  
**Approved Minutes**

**Present:** Lois Dansereau, Maureen McCormack, Kimberly Mathewson, Fred Bradley, Tom Hurcomb, David Munyak, Patty Kenyon, Kristal Hier, Michael Beattie arrived at 7:27pm  
**Absent:** David Wright, Patty McWilliams, Robin Chesnut-Tangerman

**Call to Order:** D Munyak at 7:06pm

**I. New quorum requirements** - As of the meeting of August 21, the BC has a new quorum requirement pursuant to the attendance policy passed by the Select Board on 5/8/14 which states that “BC membership is dependent on an active membership, so if a member misses 4 meetings in a row they automatically lose their appointment to the committee.”

The committee is now comprised of 12 people so the quorum is 7.

**II. Committee officers** - Robin Chesnut Tangerman indicated that, although he wishes to remain a member of the committee, he feels he should step down as Vice-Chair due to the demands of his campaign activities. D Munyak asked for a motion to accept Robin’s resignation as Vice Chair with thanks and regrets.

K Mathewson moved to accept Robin Chesnut-Tangerman’s resignation as Vice-Chair of the Building committee with regret and thanks for his service. K Hier seconded and the motion carried.

D Munyak requested a nomination for a new Vice Chair. After a short discussion the committee members present asked to table any action on this until the next meeting.

K Hier moved to table Vice-Chair nominations until the next meeting, K Mathewson seconded and the motion carried.

**III. Minutes:** A. Approval of August 21 minutes. D Munyak requested one clarification to the minutes.

M McCormack moved to accept the minutes of August 21, 2014 as corrected, T Hurcomb seconded and the motion carried.

**IV. Public Comments:** D Munyak followed up on last meeting’s public comments, stating that Dawn Smith attended the last Select Board meeting. She asked that the Select Board reconsider buying the FIA building. D Munyak also reported that she indicated she would petition an article for the townspeople to vote on in regards to buying the FIA Building for a town office. There was some discussion about flood plain, about value, about handicap accessibility, about the size of the vault, basement water, etc.

**V. Community Support:** A. Visioning information Sub-Committee Reports - K Mathewson has posted the entire visioning results on the web. D Munyak will begin to roll them out on FPF next week.

**VI. Sub-Committee Reports:** A. Public Relations - K Hier’s latest Q & A segment was posted today. D Munyak will post the next one on his list next week. So this process is moving along nicely.

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Open House Planning - D Munyak requested permission from the Select Board to use the site on October 4th for the open house and permission was granted. The site needs more mowing and weed whacking and D Munyak requested that it be done one week before the open house.

T Hurcomb reviewed the job assignments each member took on. He checked in with everyone to make sure that they were working on their assignments and felt they could be ready for the 4<sup>th</sup>. The committee talked about laying out the footprint and decided that should be done the day before because it will take some time. M Beattie, F Bradley, D Munyak, T Hurcomb will meet on Friday the 3<sup>rd</sup> in the afternoon to get this piece complete and ready to go.

T Hurcomb will write up a publicity blurb for the September Magnet and remind P McWilliams about making up a poster to advertise the event. There was also discussion as to what information we would be presenting at the Open House beyond building footprint and information we've previously shared. The intention is to have a preliminary cost estimate as well as a basic building schematic with two options one with the library and one without the library.

D Munyak was thinking of doing a timeline of accomplishments to date - do we want to add that? Committee thinks it makes sense to do that.

B. Fund raising - Subcommittee group has met twice since the last Building Committee meeting. P Kenyon agreed to step up as chair of this subcommittee. Current committee members are Kimberly Mathewson, Maureen McCormack, David Munyak and Patty Kenyon.

D Munyak reported that he sent the letter out today seeking grant writers to the predetermined pool of prospects. P Kenyon talked about what we have done so far and how the subcommittee wants to proceed. The subcommittee will meet an hour prior to each building committee meeting - any other members are welcome to come at any time. We will be working continually to keep up with the progress that is happening and to stay on top of any opportunities that might come our way.

There was discussion about grant potentials and procedures and that we need to continue to work hard to get as much funding as we can so that the project has the least amount of cost to the taxpayer as possible. To date we have done just that, with the brownfields clean-up costing the taxpayers very little because of the grants we have been able to secure. We want to continue on that path.

Next T Hurcomb reviewed the town's long term debt liability with the committee. These charts show the town's long term debts totaling more than \$100,000 per year being settled by FY2018.

**VII. Building & Site Design:** A. Library programming - K Mathewson reported that the ADA compliance visit to the library is scheduled for Monday September 8 at 10:30am at the library. Any building committee people can be there. The discussion will center around how the library can get an ADA waiver so that they can be in compliance. It should be an informative meeting in terms of bringing older buildings into compliance as well as a chance to ask general questions about ADA requirements for new buildings.

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B. Schematics - M Beattie brought a building sketch of the footprint with initial thoughts on design layout of spaces. There was a lot of discussion about the building layout and next steps. The committee asked M Beattie to ask Mark McManus to attend our next building committee meeting on Sept 18<sup>th</sup> so that the committee members can have a more in-depth discussion with both architects.

D Munyai asked F Bradley if he had followed up with Laura in terms of getting visitor count for the town office. Laura indicated to Fred that she has a written report of who comes through each day. We just need to ask her for it and she will get it to us.

**VIII. Project Scheduling** - A. Lead / asbestos cleanup - The lead and asbestos abatement was finished on Aug 26<sup>th</sup>. Follow up soil tests came back fine, there is no further action needed.

B. Site Maintenance - D Munyai reported that the Select Board approved having the Highway crew perform regular maintenance on the site.

C. PCB / basement cleanup - The Select Board also approved the contract for the next phase of the project with Ross Environmental. D Munyai is hoping that means we can go out to bid for contractors soon in regard to remaining cleanup.

D. Well / septic scheduling - D Munyai also reported to the Select Board his conversation with Frank Parent regarding the pump tank system being the best option for septic at this site. Carl Haynes wants to meet with Frank Parent to talk about the systems options with the Select Board in person. That meeting has been set for 5:30pm next Thursday prior to the regular Select Board meeting. Interested Building Committee members are encouraged to attend.

D Munyai reported that he visited the Pawlet Town Hall & Library to get information on their system's use (which is also a pump tank system). The Town Treasurer is putting together an operating cost report for us.

**IX. Other Business:** A. Next meeting scheduled for Thursday, September 18, 2014

Adjourn: Meeting adjourned at 9:31pm

Respectfully submitted

Patty Kenyon  
Building Committee Clerk