

Middletown Springs Building Committee
Meeting September 4, 2013
7pm - Town Office
Approved Minutes

Present: Committee Members: David Munyak, Nora Rubinstein, Maureen McCormack, Michael Beattie, Patty Kenyon and Tom Hurcomb. (no quorum) **Public:** Herb Childress, Jim Webber, Sally Achey, Pat Hemenway. Arriving at 8:45pm, Jenny Munyak.

Call to order: D Munyak called the meeting to order at 7:09pm

I. Programming Meeting w/Town Officials

a. Listers - Pat Hemenway and Sally Achey shared a list (attached) they prepared for the committee outlining their needs. They reviewed the list and fielded questions from the group in attendance. The list included the physical space they recommended as well as equipment needs. The general discussion included work space needed, as well as meeting space, records storage space, office equipment needs and access to other officials (i.e. Town Treasurer, Town Clerk) and the public for meetings, grievances, and the like. The committee spent quite a bit of time talking about the functions of listers in our town and the practices of listers in some of our neighboring towns in order to get a good sense of space needs now and into the future.

b. Select Board - The committee then moved to the Select Board and their needs. Inquiring of Jim Webber and D Munyak (former SB member) if they thought that the board would need a dedicated office at the new Town facility. Both thought that a dedicated office was unnecessary, but that having access to a shared small meeting room would be ideal, and it might be helpful to have some file storage space for board members in the office. There is also a need for a large meeting room to conduct Select Board meetings in - this space could be shared with other town functions, could be used for voting and shared with the library if they chose to co-habit the building with the town.

c. Planning Commission - T Hurcomb & M McCormack represented the Planning Commission and talked about their needs. They need access to a meeting room and some file storage - they currently have a dedicated filing cabinet in the current town office. The committee asked if they could see the need for a dedicated computer down the road or any other special equipment, for instance, when they are drafting a new town plan, might it be helpful to have access to a computer with a large screen (possibly a projector shining on a wall) where the entire committee could review and edit the plan in progress during a meeting. They agreed that it might be prudent to plan for that type of future need as we move further into the digital age. It was mentioned that other town officers and departments might also find this type of set-up very useful.

d. Town Treasurer - J Munyak arrived and was given the opportunity to talk a bit about the space needs of the Town Treasurer. The Treasurer needs a small office with some work space that is close to the Listers and to the Town Clerk, she would need a computer, a dedicated phone line (which she currently has), locking file cabinets and drawers, a small safe, a dedicated quality printer capable of printing checks and the ability to scan documents easily.

II. Minutes :

- a. Approval of 8/15/13 minutes - tabled for lack of a quorum
- b. Clerk Position - tabled for lack of a quorum

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IV. Project Scheduling

- a. Tank pull and soil removal completed - D Muniyak stated that the Underground Storage Tank has been successfully removed and the contaminated soil has also been removed and disposed of properly.

V. Building & Site Design:

- a. Library Update - J Muniyak attended the Library board meeting earlier in the evening and reported to the Committee that the Library is excited to work with the Building Committee and that they are happy to add their representatives to the Building Committee. The intent is to have at least two people present at each meeting. Kimberly Mathewson will attend all the Building Committee meetings and Lois Dansereau and Kristal Hier will alternate between meetings.

The committee will recommend that the Select Board appoint Kimberly Mathewson, Lois Dansereau and Kristal Hier to the Building Committee.

VI. Other Business: N Rubinstein reported that she and D Muniyak met with Caitlyn Lovegrove (formerly Caitlyn Clay of Middletown Springs) from the Vermont Council on Rural Development's Digital Economy Project last Tuesday. Middletown Springs is eligible to take advantage of their WiFi program which will provide equipment to the town for an internet "hot spot" which offers free internet connection to anyone within that "hot spot". Caitlyn plans to attend the next Select Board meeting to inform the board of this opportunity. The Building Committee will recommend that the Select Board take advantage of this opportunity as this equipment fits into the vision of a vibrant town center and can easily be moved into the new town office upon completion alleviating the need for the townspeople to purchase this equipment at the time of construction and outfitting the new building.

Next meeting is scheduled for Thursday, September 19 at 7pm. The committee will invite the remaining town officers to that meeting in order to gather information about their space needs in a new town office.

Meeting adjourned at 9:30pm.

Respectfully submitted by,

Patty Kenyon
Acting Clerk