

**Middletown Springs Building Committee
Meeting October 2, 2013
7pm - Town Office
Approved Minutes**

Present: David Munyai, Patty McWilliams, Fred Bradley, Maureen McCormack, Tom Hurcomb, Lois Dansereau, Nora Rubinstein, Patty Kenyon, Kimberly Mathewson. Arriving at 7:15: Kristal Hier, Michael Beattie.

Call to Order: D Munyai called the meeting to order at 7:08pm.

I. Programming meeting with Town Officials - No Town Officials present. Nita Clay sent her needs via email earlier in the day. The committee will invite the town officials not yet accounted for to the next meeting.

II. Minutes:

A. Clerk Position: D Munyai entertained a motion to accept Maureen McCormack's resignation as committee clerk with regret and thanks for her service to the committee. F Bradley moved the aforementioned motion, N Rubinstein seconded and the motion carried.

P McWilliams moved to appoint Patty Kenyon as committee clerk, T Hurcomb seconded, motion carried.

B. Approval of 8/15/13 & 9/4/13 Minutes: T Hurcomb moved to approve the minutes of 8/15/13 & 9/4/13 as presented. F Bradley seconded and the motion carried.

III. Public Comments: None

IV. Management and Planning Tools Workshop report & implementation: *Background:* On September 18 & 19 K Mathewson, M McCormack & P Kenyon attended a workshop hosted by the Institute for Quality Advancement at the invitation of Kathy Letendre (Partner at the Institute). The workshop focused on Management and Planning Tools and was offered at no cost to the building committee members. The intent was to provide some toolsets that can be employed by the committee to help in the process as the town moves forward.

Kimberly, Maureen & Patty reviewed their experiences at the workshop. All thought it was extremely well done and provided them with some great insight in using a designed planning process as well as hand-on practice with the tools. Each felt that using the tools effectively can greatly benefit the committee and ultimately the entire town as we move ahead.

The three proposed to the committee that it think about putting some of these tools into action right away by bringing together a small group of townspeople (eight to fifteen people) from different stakeholder groups for an afternoon of visioning and gathering input. The visioning process starts with a single question that places the attendee in the future. The key to drawing out all perspectives and gathering up all the opportunities and challenges is to craft a really good question. The committee was enthusiastic about the potential of this approach and gave Kimberly, Patty and Maureen the task of drafting a question that the full committee will review, comment on and ultimately settle on. Once the question is formulated a date will be set and a letter will be sent out to all town residents soliciting volunteers who

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would like to take part in the process. Maureen, Patty and Kimberly will meet separately and report back to the committee via email in the near future with a draft question.

V. Public WiFi Initiative: N Rubinstein reported that she and D Munyak met with Caitlyn Lovegrove at Rural Vermont's Digital Initiative again this past week. The Select Board approved the WiFi Zone grant and VTel is set to run the fiber drop to the Town Office on October 9. We're waiting now on approval from the Historical Society, which will be discussed at the next Historical Society board meeting. Additionally, Grant's Store will be adding internet at their store with WiFi capabilities, this will expand the reach of the service and will give us a downtown WiFi hotspot from Grant's Store across the Green and to the Historical Society building.

VI. Project Scheduling:

- A. Building Removal:** D Munyak reported that the Select Board had approved an expenditure of \$700 - \$800 to Clay Point Associates in order to prepare a Request For Proposal (RFP) to remove the lead and asbestos contamination in the building still standing on the corner property. As part of the RFP we will request that the building will be removed along with the lead and asbestos, leaving just the concrete floor. The hope is that this will happen before winter sets in.

Next year we hope to complete the next phase of this process - the Soils Management Plan - which will include removing the concrete floor and excavating the basement under the current building, checking for possible contamination and remediating what might be found. This phase will be covered by an Agency of Commerce Grant - which we have already received approval for. The hope is that this piece of the project can coincide with the digging of the new building's foundation - saving us money on excavation costs.

VII. Building & Site Design:

- A. Town Office Programming:** Discussed under item I., hoping to get the last couple of people to the next meeting for this discussion with the committee.
- B. Library Programming:** The new committee members associated with the Library got a brief overview of what building programming is from an architectural standpoint, and what information will be needed from them in order to plan an adequate space for the library. The members associated with the library commented that this will be a good exercise for them whether they ultimately co-habit a building with the town office on the corner, or whether they expand their services where they are, or in some other location. M Beattie offered to meet with the Library trustees to help them through this process.
- C. Well:** D Munyak asked the committee if they thought it might be time to pursue possible in-kind donations for getting a well drilled on the site. Making sure we have potable water on site is something that we want to do sooner rather than later. The committee was in agreement. M Beattie offered to go and talk to Parker Water Wells to see if they would be willing to donate time, equipment, or both for this project. Once any potential donations are lined up they will be passed on to the Select Board for final approval.
- D. Town Office Visits:** D Munyak brought up that we'd still like to go visit the Ferrisburg town office. We'd like to have Laura come with us on this visit. P

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McWilliams & D Muniak will work with Laura on potential dates. Once we have those M McCormack will set up a visit for us.

VIII. Funding

- A. SWCRPC Grant Closeout:** All bills associated with the Southern Windsor County Regional Planning Commission (SWCRPC) grant have been submitted. Paperwork is in process and once that has cleared the grant money will arrive. All costs associated with the tank pull and the brownfields cleanup at the site of the car lift will be covered by the grant money.
- B. ACCD Grant:** This item was discussed above, under item VI. A. Building Removal.

IX. Community Support:

- A. Planning Meeting?:** This item was discussed under item IV. Planning & Management Tools Workshop.

X. Other Business: K Mathewson asked if there was a point person on the committee who would like to receive potential grant information or should she just send items she gets and thinks might apply, to the entire committee. The committee as a whole is collecting these leads at this point, so send them to everyone as they arrive.

T Hurcomb suggested that the committee consider having another legislative briefing before the next legislative session starts in January as a way to keep our elected officials up to date on our progress and front and center in their minds in case something that might pertain to us crosses their path. The committee agreed.

P McWilliams asked if we could put together a report outlining the work done so far on the site and the costs associated with them, along with a recap of the grants and funds we've used to pay for the progress. We could add it to the information we assembled last February before our community meeting. D Muniak said he planned to do that in the near future.

Adjourn: N Rubinstein moved to adjourn at 9:06pm, F Bradley seconded, meeting adjourned.

Next meeting date is Thursday, October 17, 2013 at 7pm at the Town Office.

Respectfully submitted by,

Patty Kenyon
Building Committee Clerk