

Middletown Springs Building Committee
Meeting November 21, 2013
7pm - Historical Society Dining Room
Approved Minutes

Present: David Munyak, Robin Chesnut-Tangerman, Patty McWilliams, Maureen McCormack, Nora Rubinstein, Patty Kenyon, Kimberly Mathewson, Lois Dansereau, and Michael Beattie.

Call to Order: D Munyak called the meeting to order at 7:12pm.

I. Minutes:

A. Approval of 11/06/13 Minutes: M Beattie moved to approve the minutes of 11/06/2013 as presented. P McWilliams seconded and the motion carried.

II. Public Comments: None

III. Friends in Adoption: The committee discussed the most recent Front Porch Forum posts made by committee members and by Dawn Smith regarding the FIA building's suitability for a town office. R Chesnut-Tangerman reported that he had an email discussion with Dawn about his post and that he had extended an invitation to her to attend a committee meeting to share her views. She could not attend this meeting, but is interested in attending in the future. D Munyak shared the FEMA flood plain maps of the area surrounding the FIA building which shows that the building is not in the flood plain, but a portion of the property is. He also shared flood plain maps and photos of Wilmington VT whose town office was damaged by flooding from tropical storm Irene, even though their building was not in the flood plain. The committee remained in agreement that the potential for flooding at that site is a major factor behind the committee's recommendation. Handicap accessibility was also touched on, with access to the second floor being the stumbling block there.

IV. Public WiFi Initiative: D Munyak reported that he and 2 other members of the Building Committee attended the Historical Society's monthly meeting and were able to attain permission to place the WiFi hot spot equipment on the building. The equipment and 5 years of hosting fees were received through a grant from VCRD and intended to help towns impacted by Tropical Storm Irene improve their communications abilities when faced with emergencies or natural disasters. The Historical Society crafted a lease amendment granting permission for installation of the equipment which they presented to the Select Board for acceptance. Unbeknownst to the building committee there was some language in the lease amendment that the Select Board was not comfortable with and so they did not immediately sign the document. Meanwhile, the work was scheduled and started and only after the work had begun did it come to light that the town did not yet have permission to work on the building. So the work has been stopped and committee members will attend the next Select Board meeting - Monday, November 25 - to encourage the Select Board to sign the lease amendment so that we can move ahead with the project.

V. Community Support

A. Management & Planning Tools: K Mathewson presented the committee with a list of things that need to be done to support the visioning team during Saturday's session. We will need help setting up (Friday), cleaning up, and in the kitchen during the event making sure that there is food and snacks for the participants. Members signed up to bring food and to help with set up and clean up. K Mathewson and P McWilliams will purchase remaining foodstuffs and service ware and will put in for reimbursement from the building committee's planning funds.

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VI. Project Scheduling:

- A. **Building Removal:** Project is continuing to move forward. D Muniyak met with Todd from Clay Point Associates on November 13th. The pre-bid conference is scheduled for tomorrow, November 22nd.

VII. Building & Site Design:

- A. **Town Office Visits:** M McCormack, D Muniyak, L Castle, and M Beattie visited the Ferrisburg town office on Thursday, November 7. They reported back on their impressions of the building, the layout, the things they liked and those they did not. They also stated that it was great to have Laura accompany them on a visit to see her sense of the space and to connect with other Town Clerks and officers who had been through the process. After viewing Ferrisburg the crew decided it would be a good idea to look at New Haven with Laura in attendance as that space also houses the town's library. There was a great deal of good information gathered during this field trip.
- B. **Town Office Programming:** M Beattie will continue to work with L Castle on town office programming needs. After getting a chance to visit the two town offices, Laura would like to meet again with Michael to review what he has and give more input.
- C. **Library Programming:** D Muniyak asked K Mathewson to share her Library needs document with the entire committee for review. K Mathewson will send it out to the list. K Mathewson reported that she had met with M Beattie to go over the library needs. K Mathewson stated that this was a good exercise, as the library has plans to move forward whether they are in partnership with the town or on their own.
- D. **Well:** M Beattie has no new news on the well.

VIII. Funding

- A. **SWCRPC Grant Closeout:** D Muniyak reported that the checks have been received and are being processed.
- B. **ACCD Grant:** D Muniyak reported that the ACCD grant revisions have been received and signed. We are now compiling the list of housekeeping items needed to complete the grant process.

IX. Sub-Committee Tasks:

- A. **Public Relations:** D Muniyak brought to the committee's attention that the town of Wilmington, who has also received a WiFi Initiative Grant, has taken that opportunity to have a town-wide ceremony, gotten some press coverage, and the like. He asked that building committee members think about who might take on the role of public relations and how we might better publicize our accomplishments as we move ahead.

X. Other Business: M Beattie shared an article from the Rutland Herald about the availability of grant funds for bricks & mortar to towns with a designated village center. M McCormack stated that the Planning Commission is working on obtaining that status with the state right now. Tom Hurcomb has been very instrumental in moving this project forward and progress is being made.

Adjourn: M Beattie moved to adjourn at 9:09pm, N Rubinstein seconded, meeting adjourned.

Next meeting date is Wednesday, December 4 at 7pm to be held at the Historical Society Dining Room or the Library depending on availability and weather conditions.

Respectfully submitted by,
Patty Kenyon, Building Committee Clerk