

Middletown Springs Building Committee
Meeting December 19, 2013
7pm – Historical Society Dining Room
Approved Minutes

Present: Patty Kenyon, David Munyai, Maureen McCormack, Kristal Hier, Nora Rubinstein, Fred Bradley, Kimberly Mathewson, Patty McWilliams, Robin Chesnut-Tangerman, Tom Hurcomb

Call to Order @ 7:10pm

I. Minutes:

- a) Approval of 12/4/13 minutes: M McCormack moved to approve the minutes of 12/4/2013 as presented. N Rubinstein seconded and the motion carried.

II. Public Comments: None

III. Public WiFi initiative: D Munyai reported that he received communication from the Historical Society that they would like the WiFi equipment removed and installed in a different location once the town select board signs the agreement. The committee is fine with the requested new location as it will not dramatically affect the coverage zone. The lease addendum between the town and the Historical Society has not yet been executed. The town has received input from their lawyer which will be passed on to the Historical Society for review and possible action. The expectation is that this will not happen until after the Historical Society's January meeting.

IV. Project Scheduling:

- a) Building removal: D Munyai met with Todd from Clay Point Associates for the pre-bid conference on 12/16. There were three contractors present for this process. The bids are due on Monday the 23rd of December at 3pm. D Munyai will be at the town office to open and review bids and send them on to Todd for his review. The Select Board meets that evening and if the review by Todd at Clay Point has been completed, they should be able to award the bid. The start date for the project has been pushed out to the 13th of January instead of the 6th.

V. Building & Site Design:

- a) Town office programming - processing "visioning" information: will be done later in the meeting.
- b) Library programming: Nothing new
- c) Well: Tabled

VI. Community Support:

- a) Town wide meeting to present visioning info: After some discussion the committee decided to wait to set a date for this meeting at our next meeting which gives us a chance to work through the next steps of the planning process.
- a) 2014 Town meeting information event/food sale planning: Items that we will need to work on include updating the funding information we put together last year and adding in new information surrounding the visioning. We will also need to work on a plan for publicizing the food sale. The committee will ask R Gould if we can use the Historical Society building for the sale and to display our information boards. The committee will take some time at the next meeting to work on the information and the plans for this upcoming event.

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VII. Funding:

- a) ACCD grant:
 - i) Required items for ACCD grant: D Munyai is continuing to work on the list of required items for the grant. Still waiting on Certificate of Insurance from the town and final review by the town's attorney. Signage is also required as part of the grant which D Munyai is working on. Required paperwork must be submitted before funds can be disbursed.
- b) 2014 Town meeting - funding request: The committee discussed a dollar amount that they'd like to request the Select Board to add to the Town Warning for the Reserve Fund for Town Municipal Facilities. Discussion centered around the amount to be added, what the intention of the funding was, and if there were other pressing needs that might take precedent over this project this year. The consensus was that we should request the same amount as last year- \$50,000 - and that the intent is that any funds will be put into the reserve fund would be used to pay for building construction down the road, reducing the amount to be financed. Having the town vote to commit funds to this project is also important for future donors and potential grant opportunities as a way to show that the community continues to support the building initiative.

P McWilliams moved that the committee request the Select Board add the following article to the 2014 Town Meeting Warning.

Shall the voters of the Town of Middletown Springs appropriate \$50,000 to be placed in the Reserve Fund for Town Municipal Facilities to be used for design, construction, improvement, or relocation of town facilities including the Town Office?

R Chesnut-Tangerman seconded and the motion carried.

- c) Village Center Designation status?: T Hurcomb updated the committee on the process to date. The proposed village center map was sent to the state for review, the state responded with some requested revisions. The Planning Commission reviewed and revised the map, adopting some of the state's suggestions and advocating against some others. M McCormack reported that the state's initial response to the Planning Commission revised map was favorable. The process is moving forward nicely and looks to be on track. Having a village center designation should make the town eligible for some grants that could help with funding of the proposed new town building.

VIII. Sub-Committee Tasks:

- a) Public Relations: T Hurcomb & P McWilliams met today as the PR Committee - they discussed the big picture as far as publicity efforts go. The work that has been done so far in town has been very, very good. They think we have reached quite a few people through the Magnet and Front Porch Forum. So these avenues are good to keep working and keep things moving forward. They also worked on identifying some specific target audiences and how best to reach those audiences and with what information. For example - what information do we want to publicize outside of Middletown Springs and when that type of media push might happen. R Chesnut-Tangerman suggested that we might want to work on some specific in-town

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networks - i.e. To produce a statement of support that could be shared with the various and sundry groups or networks in town and request that they formally approve or support the statement. These statements of support could also be used as supporting documentation for grants, as most grants request letters of support as part of the granting process. K Mathewson also reported that she has some good information on PR that she received at the national Library conference she attended last fall.

IX. Other Business:

- b) Town Report - BC report - D Munyai will draft a report and share it with the group for review and input.
- c) Next meeting scheduled for Wednesday, January 8, 2014

V. Building & Site Design:

- a) Town office programming - processing “visioning” information: The committee spent quite a bit of time performing an affinity grouping on the 22 statements that were generated at the visioning held on November 23 resulting in 7 groups of thoughts or focus. Statement titles for each of these groups will be formulated by K Mathewson, P Kenyon and M McCormack and shared with the committee for review before the next meeting on January 8.

Adjourn: P Kenyon moved to adjourn at 9:15pm, K Mathewson seconded, meeting adjourned.

Respectfully submitted by,

Patty Kenyon
Building Committee Clerk