

**Middletown Springs Building Committee
Meeting December 4, 2013
7pm - Historical Society Dining Room
Approved Minutes**

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

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

I. Minutes:

A. Approval of 11/21/13 Minutes: P McWilliams moved to approve the minutes of 11/21/2013 as presented. N Rubinstein seconded and the motion carried.

II. Public Comments: None

III. Community Support

IV. Visioning Meeting Recap: K Mathewson thanked the committee for their help and support before during and after the visioning session. She also reported that the session went really well. We had 16 participants who stayed through the entire day. The process worked, the participants were engaged and thoughtful and the results of their work have been mailed to each participant with a letter from the Building Committee Chair thanking them for taking part. The facilitators fielded questions from the committee about the process, their impressions of the day, and the resulting 22 statements. The next step for the committee is to take these statements and perform an affinity grouping with them in order to consolidate ideas and capture commonalities to create a shorter list of bullet points. The committee will then share these points along with the original statements and processes that generated them at a town wide informational meeting. At that time we'll take feedback on the results as well as ask folks to weigh in on things they think we are missing or should be looking at as we continue to move ahead.

V. Public WiFi Initiative: D Munyak reported that he, P Kenyon, N Rubinstein, M McCormack and Robert Gould, President of the Historical Society's board, attended the last Select Board meeting to talk about the WiFi Initiative. The Select Board has sent the lease agreement addendum to their lawyer and their insurance company for review. The board re-iterated that they are in full support of the public WiFi hot spot but that they were uncomfortable with some of the language in the addendum. Therefore, they will not sign the addendum until they get feedback from their lawyer and insurance company. Robert Gould explained the Historical Society's intent in creating the addendum and indicated that he would be happy to rework the language of the addendum based on the input from the insurance company and the town's lawyer. It is hoped that these things might happen at the next Select Board meeting. Building Committee members are urged to attend the next Select Board meeting on December 12 to provide support for this initiative and to ensure that this item is not lost or forgotten.

VI. Project Scheduling:

A. Building Removal: D Munyak reported that he had been in touch with the EPA regarding the bid process for the building removal and learned that the process needs to be done through an open public bid. The RFP notice has been sent to the Rutland Herald, the pre-bid conference is scheduled for 12/16, the bids are due by 12/23 and the projected project start date is now 1/6/2014.

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VII. Building & Site Design:

- A. **Town Office Programming:** M Beattie met with Laura and reported that he had a productive conversation and things are moving forward on that front.
- B. **Library Programming:** K Mathewson reported that the Library Board met earlier in the day, they have renewed their commitment to her as a librarian and continue to be committed to expanding and improving library services for Middletown Springs.
- C. **Well:** M Beattie reported that he had a positive conversation with Jerry Parker about possible help with drilling a well. But that drilling the well is still in the distant future because the building and foundation need to be removed before any well work can be started.

VIII. Funding

- A. **SWCRPC Grant Closeout:** D Muniyak reported that this process finally appears to be complete.
- B. **ACCD Grant:**
 - 1. **Required Items for ACCD Grant:** D Muniyak reported that the Select Board is working on the list of required items to complete this grant process. He is hoping that the items will be assembled and ready to submit after the next Select Board meeting on 12/12.

IX. Sub-Committee Tasks:

- A. **Public Relations:** D Muniyak asked if anyone had considered stepping up to the plate to help with PR, writing press releases and articles and getting them distributed. T Hurcomb and P McWilliams agreed to work on this together. D Muniyak and P Kenyon offered to help with writing support.

X. Other Business: P Kenyon reported on a phone call she received from Todd Nebraska of Breadloaf Construction. His wife works at the elementary school and so he heard about our visioning session and wanted to put his name in for consideration in the capacity of construction management when we are ready. P Kenyon gave Todd's contact information to D Muniyak for future reference.

P Kenyon then brought up the need for the Building Committee to think about Town Meeting and any requests for funds that we'd like to add to the 2014 ballot or budget. The committee discussed how best to approach this and agreed that we have lots of work to do before Town Meeting and should devote some time to this subject at the next committee meeting. The goals will be to determine the amount to ask for, to set a town wide informational meeting date and plan, and to begin planning for a town meeting food sale and information event similar to last year. The committee also discussed the need to submit an official report from the committee for inclusion in the 2013 Town Report.

Adjourn: M Beattie moved to adjourn at 9:16pm, N Rubinstein seconded, meeting adjourned.

Next meeting date is Thursday, December 19 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