

Middletown Springs Building Committee
February 20, 2014 - Middletown Springs Historical Society Bldg
Approved Minutes

Present: David Munyai, Michael Beattie, Tom Hurcomb, Nora Rubinstein, Patty McWilliams, Robin Chesnut-Tangerman, Kimberly Mathewson, Patty Kenyon, Lois Dansereau, Maureen McCormack
Public Present: Peter Stevenson, Heather House

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

I. Minutes:

A. Approval of 1/23/2014 minutes: N Rubinstein moved to approve the minutes of 1/23/2014 as presented, 2nd by M Beattie. Motion carried.

D Munyai asked that the minutes reflect that we had a work session on 2/5/2014 our regularly scheduled meeting date and did not call the meeting to order or conduct any official committee business, but worked on assembling the informational meeting display boards.

II. Public comments: none at this time

III. Community Support:

A. Recap 2/8/14 informational meeting: D Munyai reported that he has receipts to turn in for reimbursement. N Rubinstein reported that the paper goods for the info meeting were donated by Kathy Feeley and we will have the leftovers available to us at the town meeting food sale. D Munyai asked that N Rubinstein ask K Feeley to track the cost so that we can account for it as a donation and thank her properly.

B. Process input from 2/8/14 information meeting: The committee looked at the visioning boards and counted the emphasis dots on each statement. This information will be recorded and added in to our visioning documentation. We will seek additional input at the Town Meeting Food Sale.

The committee discussed the options for soliciting input at the Food Sale from interested residents and decided on a plan of action. We will use the "What are Your Ideas" board and ask folks to add their input with sticky notes - instead of using the dot process - which seemed too cumbersome to explain in a more casual one on one setting.

Once we have this next set of input the committee will ask K Letendre for her recommendations on the best way to process and use the information we have collected.

The committee also decided that the surveys and survey boxes around town should stay out until after town meeting day. After that we will collect the boxes and start to process the data.

The committee discussed the logistics for Town Meeting Informational meeting. D Munyai is meeting with Tony Lamberton at the school to go over the set up and where we might be able to place our information boards. A team will meet to transport the boards to and from the school on Monday afternoon, March 3.

The committee then moved on to discuss the comments made at the informational meeting by Peter Stevenson. He brought up to the committee some areas of concern regarding work being done on the site - both by the contractors we had employed and by town workers, committee members, and volunteers. D Munyai contacted VLCT, Jim Georg (Town Auditor, former Insurance professional),

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Todd Hobson from Clay Point Associates (who contacted a VOSHA supervisor and the Fire Inspector), and inquired with them regarding the questions raised. All of the aforementioned people reviewed the concerns and determined that we were currently in compliance with all their regulations or recommendations, that we were sufficiently covered for any on-site work being done and that there were no additional permits needed.

D Muniak brought the need for fencing the foundation to the Select Board. They considered having the demolition contractor erect the fence as part of their scope of work and decided against that option in favor of having the Select Board take it on.

D Muniak inquired with M Beattie about the possible need for an Act 250 permit. M Beattie asked our engineer Frank Parent, who said no we do not need an Act 250 permit. He then double-checked that answer with Act 250 permitting specialist Rick Oberkirk in Rutland, who stated that Act 250 has no jurisdiction on municipal projects that involve less than 10 acres of land. So we do not need an Act 250 permit for this project.

M Beattie then ran down a list of permits that are on our radar including, Fire Safety Permit, Water Supply & Waste Water Disposal Permit, additionally we need to comply with energy code, accessibility requirements, and electrical permitting which are part of the Fire Safety permit process.

P Stevenson wanted us to be aware that once we are finalized on where the building will be a curb cut will need to be requested with the Agency of Transportation and Green Mountain Power will need to be consulted regarding the electrical service.

C. 2014 Town meeting information event/food sale planning: K Mathewson offered to take on the food solicitations and organization. P Kenyon, D Muniak, P McWilliams will send last year's information to K Mathewson for reference. P McWilliams will work on a post card to be sent to residents promoting the sale and a place to see the information boards and what the committee has accomplished in the last year.

IV Building & Site Design:

A. Town Office Programming: nothing new to report

B. Library Programming: M Beattie said the next step for this is to start looking at some sketches of space layouts.

C. Well: nothing new

V. Project Scheduling:

A. Spring Soil Removal: D Muniak reported that the soil still needs to be removed in the areas where the lead paint on the building was found. This process has to wait until the weather breaks, once that happens, the contractor, Alderson, will return to do a final cleanup on the slab.

B. Basement and slab: D Muniak reported that scheduling for the excavation of the slab and any hazardous materials in the basement is the next big step in the process. There is still some final clarification on just what exactly the grant funds will pay for, and we will ask about an extension on the grant fund disbursement deadline past December of 2014 to ensure that we have enough time to get the work done and get the maximum amount of reimbursement available to us. Some of the details that remain in question will determine what the committee will recommend to the Select Board and the Town in terms of whether or not we want to excavate the ground under the slab or cover it up and leave it "undisturbed".

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VI. Funding:

A. ACCD Grant:

1. Reimbursement request submitted: D Muniyak reported that the reimbursement request for the building removal was submitted a week ago. There is just over \$20k due to us from this grant for the clean-up work that has been done so far.

2. Sign design: D Muniyak reported that the required signage is in the works. D Muniyak also suggested that the sign should be movable so that it can be easily move out of the way of any work that needs to be done. We have permission to spend up to \$1000 on the sign, which will be reimbursed by the ACCD grant.

B. Village center designation: T Hurcomb reported that the application is in to the state and we are just waiting on their approval. He does not foresee any issues, but the official declaration has yet to be made.

VII. A. Public Relations: T Hurcomb and P McWilliams would like some time at the next meeting to talk about PR and to focus on what Public Relations means to us in order to get a clear sense of what types of PR will work for the whole. T Hurcomb also suggested that it would be nice to have a fundraising sub-committee. These folks would be thinking about grants and other ways to raise money for the project. M McCormack, N Rubinstein, M Beattie, and R Chesnut-Tangerman agreed to be on the fundraising sub-committee.

VIII Other Business: T Hurcomb brought with him 3 copies of the PEG TV coverage of the February 8th meeting. Two will go to the Library and one to D Muniyak to post up on the Town's Website. The committee expressed its gratitude to the folks at PEG TV for coming out and reporting on our event.

R Chesnut-Tangerman reported that the Town Energy Committee is working on a plan to replace our current street lighting with LED lighting and that they have taken a survey of existing lighting in town. Some of the placement works, some might be moved. Some might make sense to move to the new Town Office site. Because the swap out is free through Efficiency Vermont this might be a way to include the new site and be able to outfit it with efficient lighting at little or no cost. There is no hard and fast timetable for this work, but it was something that R Chesnut-Tangerman wanted the Building Committee to be aware of.

A. Next meeting scheduled for Wednesday, March 5, 2014. Meeting will take place at the Middletown Springs Public Library.

Adjourn - P Kenyon moved to adjourn at 9:00 pm, M Beattie seconded, meeting adjourned.

Respectfully submitted by,

Patty Kenyon
Building Committee Clerk