

Middletown Springs Building Committee
May 7, 2014 – Middletown Springs Historical Society
Approved Minutes

Present: David Munyak, Lois Dansereau, Nora Rubinstein, Michael Beattie, Kimberly Mathewson, Patty McWilliams, Patty Kenyon, Tom Hurcomb, Kristal Hier, Maureen McCormack, David Wright, Carl Haynes at 7:55pm

Call to Order: 7:42 pm

I. Minutes:

A. Approval of 3/5/14 minutes. Review 3/20/14 notes - P McWilliams moved to accept the minutes of 3/5/2014 as presented, M McCormack seconded and the motion carried. Notes of 3/20/2014 were reviewed and accepted by consensus.

II. Public Comments: None

III. Quorum / committee issues: D Munyak began a discussion regarding quorum issues. It was suggested that the committee draft a policy to be presented to the Select Board for review and adoption regarding committee membership. There was a lengthy discussion regarding the rules that govern sub-committees of the Select Board. Do they fall under the same guidelines in terms of voting as the Select Board does or can they use Roberts Rules of Order. The difference is that in order to approve a motion under Roberts Rules of Order a board or committee needs to have a majority of the votes of the members present, but for Select Board under Vermont State Statute they need to achieve a majority of the entire voting membership (for us that would be 9 votes). D Munyak agreed to find out the answer to that question by asking the Secretary of State. The committee agreed that if the rules governing the Select Board apply to subcommittees of the Select Board it is even more important for us to have a policy in terms of membership. The members present discussed setting a standard for membership in good standing on the committee and would like to request that the Select Board automatically remove from the committee any members who miss four (4) consecutive committee meetings. At the same time the committee would also want to encourage the Select Board to re-evaluate their representatives to the committee and consider appointing people who could regularly attend scheduled meetings.

T Hurcomb moved that the Building Committee recommend to the Select Board that they establish a policy that Building Committee membership is dependent on an active membership, so if a member misses four (4) meetings in a row they automatically lose their appointment to the committee. Motion seconded by K Hier. 10 yes, 1 nay

NOTE: As a follow up on the question posed to the Secretary of State by D Munyak: Any sub-committees of the Select Board in order to make motions and transact business, votes need to carry a majority of the voting membership and cannot follow Roberts Rules of Order for transacting business by majority vote of members present.

IV. Community Support

A. Public input

1. Visioning information recommendations -
 - a) Publicize visioning info
 - b) Narrative about building programming
 - c) Definition of terms for narrative: ie “affordable”

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The committee discussed the items listed above and agreed that we need get the visioning results out to the public ASAP. The plan is to post the results in a format similar to what was presented at the February informational meeting onto the Town's website. Once this is posted we will take on one guiding statement at a time and address the work put into that single statement through posts on Front Porch Forum, in The Magnet and on the town's website. D Munyai will get the pdfs to Kimberly to post on the web and begin the process.

V. Sub-Committee Reports -

A. Public Relations

1. **PR initiatives** - T Hurcomb & P McWilliams have met many times regarding PR initiatives and they have the following idea to share with the committee. They would like to see us consider doing an open house on the property - the first thing to do is to get a sign up - facing south and east streets - also be the back drop for the "open house". They would also like to see us layout the outline of a building footprint and potentially parking area so that folks can get a visual of the site. We'd then have an informal gathering with committee members present to answer questions and take input. They believe this will be a good way to engage people to come to the site and talk to Building Committee members. The first step is to get the sign in the ground. D Munyai is working on that and once we can get that done we can move to the next steps. We'll talk more about concrete plans at our next meeting.

B. Fund raising -

1. **Meeting with Rob Geisler** - N Rubinstein recapped the meeting the fundraising team had with Rob Geisler from the Department of Libraries. The bottom line is that there is money out there for libraries, both for programming and bricks & mortar. But the process is in-depth and complex. There are professionals in this field who have lots of experience with going after this type of funding, one option is to explore hiring a consultant to help us through this process. The fundraising team will do some more research on just what this might cost and how it could help us. Part of this process is to have a building plan or sketch. So it is important for us to move forward with what the building is going to look like, determine what the town is able to put into the puzzle, and target potential private funding sources. There are also services available through the Vermont Community Foundation that we should research, they will sometimes fund the development people to help us get the grant process moving.
 1. **Next steps:** Identify grants that pay for grant writers follow up on people Rob mentioned to see if there is any interest from them in helping us and what that might cost.
2. **Conference call with USDA** - N Rubinstein reported that Middletown Springs is eligible for 15% grant funds through the USDA. The remaining 85% would be eligible for a low interest loan through their loan programs. They would be happy to work with us on the grant/loan process to support the project. In order to begin this process we have to be able to move forward with hard

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numbers. There is also money available for equipment under a separate USDA grant/loan program.

3. **Status on current town loans and bonds?** - T Hurcomb will ask the Treasurer for this information. C Haynes offered up the following items that he knows of from Town Meeting and the 2014 Town Report - we have 6 years left of school bond and \$200,000 loan on the West Street paying project.

VI. Building & Site Design:

A. Preliminary design & budget - D Muniyak talked about the importance of creating a preliminary design and building program. Updated in more detail under items B & C.

B. Town office programming - M Beattie reported that the Town office programming is pretty well worked out. One caveat right now is that there is no expansion room for town office space. Do we want to add something in for that? Or do we just leave room for additions to the building later on?

C. Library programming - M Beattie reported that he still needs to sit with the library board to nail down what their requirements are. But overall he has a fairly good idea for their space needs and has a preliminary vision for the building layout.

Additionally, D Muniyak & M Beattie met with Theresa Gillman at the Agency of Transportation about parking and curb cuts and so forth. They are not going to let people do pull-in parking - They'd like us to work with the store to create a little parking lot that could handle both the store and the town office.

1. **Library Workshop recap** - K Mathewson gave the committee a recap on the library workshop she and M Beattie attended last month. Overall the workshop was great. The new focus for libraries of the future is that they can become an important community hub. Acting as the town's living room. A place for people to gather to learn, to play, to hang out. A new library is really a community center. It should be designed as a people based building instead of a book repository, so that it's open to other things beyond books.
2. **Next step** M Beattie will meet with the library board and the will work forward from there.

VII. Project Scheduling

A. Lead / asbestos completion - D Muniyak has a call in to Todd Hobson at Clay Point - to see when they might come back to do the remainder of the clean-up.

B. Slab and basement removal - D Muniyak spoke with John Diego about how to move forward on bidding out basement and slab removal. Making sure that we approach this piece of the project in the right order will keep us in line with getting the most grant money possible for the clean-up phase. D Muniyak continues to work on establishing the most cost effective approach. Once that approach is determined, the process to contract for the actual work can begin.

VIII. Funding

A. Village Center Designation status? - has not come in yet.

IX. Other Business:

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A. Next meeting scheduled for Thursday, May 15, 2014 - decided to re-schedule this next meeting because there are many people not available. K Mathewson will email the committee to see what other days might work the following week and schedule a meeting if we can achieve a quorum.

Adjourn: Meeting adjourned at 9:53pm - moved by K Mathewson, second by T Hurcomb.

Respectfully submitted by,

Patty Kenyon
Building Committee Clerk