

Middletown Springs Building Committee
June 19, 2014 – Middletown Springs Historical Society
Approved Minutes

Present: David Munyak, Michael Beattie, Patty McWilliams, Fred Bradley, Tom Hurcomb, Kristal Hier, Patty Kenyon, Kimberly Mathewson, David Wright arrived at 7:17pm, left at 7:30pm, returned at 8:18pm, Robin Chesnut-Tangerman arrived at 8:18pm

Absent: Carl Haynes, Shirley Moyer, Laura Castle, Maureen McCormack, Lois Dansereau

Call to Order at 7:09pm by D Munyak

I. Minutes:

A. Approval of June 4 minutes. - T Hurcomb moved to approve June 4, 2014 minutes as amended to include the statement that the May 22 meeting was not held, P McWilliams seconded and the motion carried.

II. Public Comments: none

III. Meeting etiquette: D Munyak began a discussion regarding meeting etiquette. He stated that he likes to run the meetings as informally as possible, but doesn't like when people talk over other people. He asked that committee members be aware of this issue and try not to interrupt and find a way to indicate when they have something to add without interrupting or talking over the person who is speaking. There was some discussion on how best to achieve this and the committee members present agreed to keep this in mind at meetings in the future.

K Mathewson brought up the recent changes to the Open Meeting Law and that members should be aware of the changes (mostly to do with rules regarding the posting of meeting times) and that committee members should familiarize themselves with the new law and work to comply.

IV. Committee Action

A. Need to take on a task and follow through to keep things moving. - D Munyak added this item to the agenda as a means to keep us focused and moving forward.

B. Draft work plan – The committee reviewed the outline below. It represents the items committee members are currently working on. Committee members reviewed the items and recommitted to their roles in achieving each one.

The committee also suggested that this work plan could be publicized so that people have an idea of what we are working on and what they should expect updates on in The Magnet, on the town website and on Front Porch Forum. Committee members were happy with the work plan and the additional direction.

1. Outreach / PR

- a) Publicize visioning results
- b) Library Trustees and Friends need to do advocacy
- c) Open house planning

2. Funding

- a) Contact grant writers already identified

- b) Locate and write a grant to pay for a grant writer, if their scope doesn't include that work.
- c) Continue to seek, identify and research other funding opportunities.
- d) Formulate a plan for local solicitation of funds, other gifts and support
- e) Develop an estimate of what funding might be available

3. Design

- a) Continue working with library on programming
- b) Conceptual space layouts / massing / circulation
- c) Building Size & Use Options

4. Site work

- a) Install sign
- b) Complete lead & asbestos
- c) Have remaining PCB's and basement contents removed.
- d) Drill well

V. Community Support

A. Public input

1. Visioning information recommendations – The committee discussed the procedures for publicizing and promoting the results of the visioning process with the public. The process includes the following steps:

- Get the entire narrative list on website in a blog post – K Mathewson will take this on as soon as it is ready.
- Begin in July to feed out individual blurbs on Front Porch Forum – D Munyak will take this on.
- In August the entire narrative list will appear in The Magnet – K Mathewson laying out August Magnet

The Procedure – P Kenyon drafted the narrative on the first of the 7 statements. K Hier began work on the remaining statements using P Kenyon's as a model. Moving forward K Hier will finish the statements, send to K Mathewson and P McWilliams for review and input, they will then be sent to the committee to review and approval. This will happen within the next couple of weeks.

- a) Narratives for the 7 statements – see above – K Hier to take on with the help of K Mathewson and P McWilliams.
- b) Visioning documents were forwarded to the committee and they are posted on the website. – Task completed.

VI. Sub-Committee Reports

A. Public Relations - T Hurcomb & P McWilliams met and tried to put together a timeline so that there is some structure. The goal is to produce a more steady stream of communications going forward. The following suggestions were made in terms of ways to achieve the goal.

1. Develop a Q & A blurb for The Magnet, Front Porch Forum and the town website. The committee will focus on developing a list of questions that can then be answered by the chair of the Building Committee and chair of the Library Board. Short simple hits that just keep rolling out focusing on items that are key to the community. P McWilliams and T Hurcomb will work on the questions. Kristal & Dave were both fine with the concept. The committee as a whole thought this was a good idea.

2. Open House – T Hurcomb suggested that September might be a reasonable target date to shoot for. The components to the event include layout of the footprint, Library table with information, Building Committee focus will be on the site work so far, architecture plans, and making it fun. The idea is to create an event that is fun, informal and also informative and to show people that the site can handle

the size and scope of what the committee is currently working on. We will need to give people the overall layout using some visuals. P McWilliams and T Hucomb will be the taskmasters.

There was also a suggestion that we think about doing a poll at the November election, sort of on the lines of the "Doyle Poll" that comes out each year at Town Meeting. There was a lot of discussion surrounding possible procedures for this, where to start, what we need to be doing, whether polls will work and what questions to ask, logistics, etc. T Hurcomb and P McWilliams will continue to work on these concepts and bring back more information and recommendations as we move ahead.

B. Fund raising – M McCormack not in attendance so no formal report.

1. Report on "Preservation Retreat: Libraries and Other Public Buildings" – F Bradley reported that he talked to Maureen and she has a lot of information regarding the retreat to share. K Hier wanted to express that she appreciates Maureen's work and encourages the committee to do their best to support her and to make her job easier.

2. Form letter to the prospective grant writers. - D Muniyak stated that we talked about drafting a letter to prospective grant writers and underscored the need to get that in the pipeline along with the need to find and apply for a small grant for planning. P Kenyon offered to become a part of the Fund Raising committee once SolarFest is over.

3. T Hurcomb reported on his research into the current Town Debt. He handed out information that he received from the Treasurer and Town Clerk on the major items currently in the town's debt portfolio. The bottom line as far as he can tell is that the town will retire most of its long term debt obligations in FY 16/17. There was some question regarding the new paving on RT 140, and whether or not that debt was reflected in the handouts that were presented. More research needs to be done to determine that.

VII. Building & Site Design:

A. Library programming

1. Library expects to focus on advocacy at the next meeting. – K Hier reported that the Library's next meeting has not happened yet, but also reported that the Library Trustees and the Librarian have taken an advocacy class.

2. Plan from consultant Marty Kravitz, courtesy of Preservation Trust. – A copy of this report was sent to members by M McCormack. Committee members expressed their gratitude to the Friends of the Library for working through this and getting this grant. The report clearly shows that the space they have or could have at their current location does not meet the library's requirements for the future.

VIII. Project Scheduling

A. Lead / asbestos completion – D Muniyak will be following up on these items in the next week. Target date to be done is by mid-September.

B. Slab and basement removal – D Muniyak working on this as well.

IX. Other Business:

A. Next meeting scheduled for Wednesday, July 2, 2014

Adjourn: Motion to adjourn made by P McWilliams at 9:07pm, D Muniyak second, meeting adjourned.

Respectfully submitted by,

Patty Kenyon
Building Committee Clerk