

Approved Minutes: November 7, 2012
Building Committee
Middletown Springs, Vermont

Call to Order: 7:14 PM

Guests Present: Sally Achey, Lister; Jenny Talke Munyak, Treasurer.

Members Present: David Munyak, Maureen McCormack, Patty Kenyon, Patty McWilliams, Michael Beattie, Tom Hurcomb, and David Wright.

I. Minutes:

A. Minutes from 10/18/12. Moved by Tom Hurcomb and seconded by Patty McWilliams that the minutes be accepted. All in favor.

II. Public comments: None.

III. Building and Site Design

- A. Town Officers Interviews: Michael stated that the BC need to hear from our town officers on their use and needs of the present office space. Jenny said the treasurer needs greater flat space for spreading out the binders, other books and papers that must be out at one time; and she needs easier accessibility to her files as well as a shredder. Sally said she too, needs a flat space and showed us the space taken up by the tax maps. At times several people want the one table in the office. Both Sally and Jenny told of the times they need privacy for their work. Often the lack of privacy forces them to make calls from their home. Whenever anyone else is here for researching purposes and using the one table there is no workspace for either of them to do their work. On occasion there are 3 listers with property owners all crowded round the one table. A laptop would be very helpful to take into the field (instead of paper copies of needed documents) and to give more flexibility in the office when space is limited and/or privacy is required.
- B. Michael noted that there are lots of interactions operating in the room simultaneously. He asked about security, as it was an issue raised by the visiting town clerks. Besides being able to keep vault visitors in sight, the officers need to be able to see one another. Jenny would like to face the public rather than have her back to them, as computer use now demands. Ideas of site design were discussed that further security. Sally does not have enough filing space. She could file twice what she has now. Desk security (visitors being able to read whatever is on a desk top) is an issue that all the officers have and the new building should address such.

Flexibility of space seems a must. Any new design must allow for an accommodation of needs when several workers need space at the same time. David W. reminded us that we need to think of what energy option would be best to use the \$5,000 grant we are eligible for. It was decided the BC members should each write what they understand to be the requirements for the new building. They should address issues such as the longevity of

the building. The answers to such will play into what materials should be used. Also, once the life cycle of the building is determined this allows us to determine the construction costs spread out over the years. The BC needs to determine the baseline as well as the wishes. The life cycle costs of the project can then be broken down into parts. So much for the site, the shell, the electrical, the HVAC, etc... A Net zero energy building would be nice and also a lot of work for the BC. All felt it could bring grants, private funding and publicity so it should be looked into.

Agreed on Homework: BC members will focus on what we see as building requirements needed for the next meeting and state why we have put this on the list. We should plan our tours of other newer town offices at the next meeting.

IV. Property Acquisition:

- A. Property Closing: Chris Larson came to announce that the Parker property closing took place this afternoon. Now the town owns the corner property.
- B. Cosmetic Site Cleaning: We should go this weekend to evaluate what should be done. This Saturday, November 10th we will walk over the property and draw up a list of what we can do with volunteers. Meet at 9AM.
- C. Property Survey: No action to be taken by the BC at this time.

V. Project Scheduling:

A. CAP: David is waiting to hear on some questions raised by Kiersten Bourgeois. One question was does the present building on the Parker property have any historic significance? Dave M. contacted Tom Keefe and **then** Devin Colman, the Historic Preservation Review Coordinator for the VT Division for Historic Preservation, who both agreed that the building is listed as non-contributing. Mr. Colman suggested we contact Scott Dillon in the archeology division regarding soil excavation.

VI. Funding Opportunities:

- A. Brownfield Funding: Now that the Parker property is town property the grant/funding agreement with the Agency of Commerce and SWRPC can be executed. When will the tanks be pulled? Dave M. thinks not till spring.
- B. Building Funding
 - 1. Grant/Agency Funding: USDA workshop on Dec 5, Wednesday, in Rutland. Tom, David, Maureen and if possible Patty K. will attend. Patty McW. said the Freeman Foundation is not a good source for us. VCF (Vermont Community Foundations) offer grants to non-profits and we should follow up on this for soft needs.
 - 2. Capital Campaign: Patty Kenyon said her investigation into using the Vermont Community Foundation determined that if the town gets some money, such as a gift, we can then establish a tax deductible organization for accepting tax deductible donations. Then Vermont Community Foundation would be available as a fiscal agent and could manage those funds for us similar to what exist in Tinmouth. A funding raising idea: Patty K. suggested that the BC sponsor a lunch on town meeting day to raise money. Participants would pay for lunch

and the money would go towards the building. Building Committee members would also work the event and chat with folks about the progress and exchange information.

3. Patty McW. spoke with Ina Smith and found out the Vermont Preservation Trust cannot help us because we are involved with a new building.

VII. Community Support: Our information/celebration meeting for the town should be in January. We need to put together a lot of material to be ready for that meeting. Included in this should be a prepared form to survey what the town residents would like to see in the building.

VIII. Other Business: Michael presented us with a drawing showing parking, the leach field, and building site for the CAP Plan. Maureen talked of her attendance at the VT Library Trustee and Friends of the Library Conference in Randolph this past Saturday. She highlighted some of the challenges seen for the future of libraries and how they might be met. She met there several town representatives having a combined library and town office.

Adjourn: 9:35PM

Next meeting date: Thursday Nov. 15, 2012

Respectfully Submitted,
Maureen McCormack, Clerk