

Middletown Springs Building Committee
Meeting Minutes
December 20, 2012

Approved

Call to Order: 7:22

Members Present: Fred Bradley, David Wright, Tom Hurcomb, Patty McWilliams, Patty Kenyon, David Munyak, Michael Beattie

- I. Minutes:
 - A. Approval of minutes postponed until January
- II. Public Comments
 - A. None
- III. D. Munyak moved to modify the agenda and take up Budget planning for FY13 and recommendations to the Selectboard. Patty Kenyon seconded. Motion carried..
- IV. Budget planning for FY 13 -
 - A. D. Munyak distributed a draft Memo with Recommendations to the Selectboard. The committee reviewed, discussed and modified the draft.
 - B. P. Kenyon moved that the Building Committee recommend that the Selectboard place three articles on the ballot for the March 2013 Town Meeting. One which will establish a Reserve Fund for Municipal Facilities to be used for carrying funds allocated for the construction, improvement or relocation of town facilities. Another which will ask to have \$50,000 placed in the Reserve Fund for Municipal Facilities. And a third which will direct the Selectboard to place any funds remaining from the \$20,000 approved in March 2012 for underground storage tank removal/site cleanup into the Reserve Fund for Municipal Facilities Michael seconded. All in favor. Motion carried
 - C. The committee worked on suggested language for the ballot articles and agreed on the following:
 1. Shall the voters of the Town of Middletown Springs authorize the Selectboard to establish a Reserve Fund for Municipal Facilities to be used for construction, improvement, or relocation of town facilities?
 2. Shall the voters of the Town of Middletown Springs appropriate \$50,000 to be placed in the Reserve Fund for Municipal Facilities to be used to begin the new town office project?
 3. Shall the voters of the Town of Middletown Springs direct the Selectboard to place any money remaining from the \$20,000 appropriated in March 2012 for underground storage tank removal/site cleanup into the Reserve Fund for Municipal Facilities?
 - D. The Memo with Recommendations will be forwarded to the Selectboard.
- V. Building & Site Design:
 - A. Septic / well location - Michael provided an update on discussions with Engineer Frank Parent -
 1. Got a contact for AOT
 2. Preliminary budget for engineering services will be forthcoming
 3. Re: the preliminary septic design: 3 test pits were dug. The state engineer was present. The perc. test was positive. A mound system is necessary because of a high water-table and dense soil. The system designed is a mound and

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could accommodate 24 full time employees and a 30 person meeting. The system as designed will allow for other uses to be included in the building.

4. Re: location of the leach field: The State insists that a leach field be installed on natural undisturbed earth so the north west corner is unacceptable. Moving it to the south east corner would require new test pits and the field needs to be 25' from the east and south property lines.
5. Re: well location: In order to evaluate other well locations, Mr. Parent needs more information on well and leach field locations for properties surrounding the green. Michael will ask about using the cemetery.

B. Visits to other towns' offices .

1. Mendon - Michael, Maureen and Patty K. visited on 12/10 and talked to town clerk and project manager about their newly constructed building.
2. Pittsfield - Michael, Maureen and Patty K. went on to Pittsfield after Mendon and talked to the clerk. A former school building with town office on the first floor and library on the second floor. Has a two story vault. Lacks separate offices or meeting room. Project required two votes because public relations weren't done well.
3. Chittenden - Fred, Maureen and David M. visited on 12/13. An existing church was renovated into a town office by using the existing footprint and making interior changes. Includes a separate lister office, another office space that could be used for future treasurer, a small office for private meetings, a very large vault w/ video monitoring, space for Selectboard meetings and voting, and a large town clerk's space. Lavatory accessed off the air lock at the entrance. Prior land sales in the 1950's and 1990's funded the project..
4. Michael suggests having illustrations of six or eight offices with photos, floor plans, fact list, etc for the informational meeting.

VI. Funding Opportunities:

A. Brownfield funding

1. ACCD grant application - approved and signed by Selectboard on 12/13. Need to compile the attachments and forward to ACCD.

B. Building Funding

1. Legislators briefing: On 12/10 Senators Carris, Mullin, Flory and Representative Malcolm visited. Also present were Ed Bove from RRPC, Jon-Michael Muise from USDA, committee members Kenyon, Hurcomb, Bradley, McCormack and Munyak, and Selectman Webber. Chairman Munyak did a verbal presentation and the guests were given the Keefe report and building committee history documents. All were friendly and interested in details of the project. Though the office was crowded Laura gave a tour and explained the need for a vault. The group walked over and viewed the property and were surprised at how large it is. John Malcolm has forwarded some information on vaults.

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2. Legislators briefing - part 2: On 12/14, Pat Menduni of Congressman Welch's office met committee members Kenyon, Beattie, Bradley, Wright and Munyak in the town office where they squeezed in around the table. Ms. Menduni is from Rutland, is familiar with Middletown Springs and is a good contact. She forwarded a list of funding possibilities. Patty K. suggests finding her equal in the other congressional offices.

VII. Community Support:

- A. New Sign - Selectboard approved the "Middletown Springs - Revitalizing our Village Center" sign design and the sign is currently being made.
- B. Old sign / lightpost- Patty McW listed it on Craigslist and will post it on Front Porch Forum. No response from Craigslist so far.

Adjourn: 9:22

David Munyak,
Acting Secretary

Next meeting Wednesday, January 2, 2013

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