

**Middletown Springs Building Committee
Meeting October 22, 2013
7pm - Historical Society Dining Room
Approved Minutes**

Present: David Munyai, Patty McWilliams, Maureen McCormack, Tom Hurcomb, Lois Dansereau, Nora Rubinstein, Patty Kenyon, Kimberly Mathewson, David Wright, and Michael Beattie.

Call to Order: D Munyai called the meeting to order at 7:08pm.

I. Programming meeting with Town Officials: Laura couldn't make tonight's meeting and won't be able to attend a meeting until after the first of the year due to work commitments. We'll work to get input from her outside of the meetings in order to keep the process moving forward.

At this point the discussion took us to item IX. Community Support, item A.

IX. Community Support:

A. Management and Planning Tools: The committee had a lengthy discussion centered around the Visioning Meeting Outline provided by M McCormack, P Kenyon, & K Mathewson. The basic plan is to bring a group of townspeople together to brainstorm about the future and to determine what each participant thinks would constitute a successful outcome for a new town office at the former Parker property. This session will be facilitated by committee members K Mathewson, P Kenyon & M McCormack using the tools they learned in a Management & Planning Tools workshop they attended in September. The intent is to gather information about what is important to the townspeople as we move into the meat and potatoes of this project. The tools have been developed to gather information so that each voice is heard and all ideas or visions have equal weight. The process is informal, relaxed, interactive and hands-on. To assemble the group of citizens, a letter will be sent to everyone in town asking interested folks to volunteer to participate. The date of the meeting was set for Saturday, November 23rd from 9am to 4pm, lunch and snacks will be provided by Building Committee members.

The committee discussed at length the question that begins the process. At the conclusion of that discussion K Mathewson moved that the committee use the question formulated in the Visioning Meeting Outline as presented or as amended by the committee based on Kathy Letendre's input. P McWilliams seconded and the motion carried.

II. Minutes:

A. Approval of 10/2/2013 Minutes: N Rubinstein moved to approve the minutes of 10/2/2013 as presented. M Beattie seconded and the motion carried.

III. Public Comments: None

IV. Public WiFi Initiative: On hold due to Historical Society's reservations. Building Committee members plan to attend the next Historical Society meeting to answer questions and seek approval to place the equipment on the Historical Society's building.

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V. Friends in Adoption: D Muniyak reported that he had received an email from Tara Saltis of Friends in Adoption relaying a message from George Long, Chair of the FIA Board, inquiring if the town would be interested in the FIA property if there was a drastic price reduction.

The Building Committee discussed the list of pros and cons previously outlined about the building. D Muniyak would like to bring the message from FIA to the Select Board's attention along with a recommendation from the Building Committee.

N Rubinstein moved that the Building Committee notify the Select Board of Friends in Adoption's latest communication regarding a possible reduction in price. The Building Committee advises against pursuing the Friends in Adoption building because of the concerns about potential flooding, handicapped accessibility, adequacy of space, future maintenance issues, size and location of the vault, and the existing wet basement. P McWilliams seconded and the motion carried.

VI. Project Scheduling:

- A. **Building Removal:** D Muniyak was in communication with Todd from Clay Point Associates on 10/15. Todd was to provide information about the next steps in preparing an RFP for building removal in the next week or so. He has not seen that come in yet. Once the RFP is ready, the town can go to bid on that phase of the project. The hope is to have the building removed before the end of this year.

VII. Building & Site Design:

- A. **Town Office Programming:** Tabled
- B. **Library Programming:** Tabled
- C. **Well:** M Beattie reported that he has begun a preliminary conversation with Parker Water Wells about putting a well on the site.
- D. **Town Office Visits:** Continuing to work on arranging schedules and getting a visit set up at the Ferrisburg Town Office building.

VIII. Funding

- A. **SWCRPC Grant Closeout:** All bills associated with the Southern Windsor County Regional Planning Commission (SWCRPC) grant have been submitted and paid. The final tally is as follows, we spent \$32,390.91 out of an available total of \$35,382.52 leaving \$2,991.61 unspent and no longer available. All expenses were covered with the exception of one bill which came in after the grant deadline. That bill for \$379.27 will be submitted to the Agency of Commerce for possible coverage within their grant. If it does not meet their parameters, the bill will be submitted to the Town for payment out of the Municipal Facilities fund.
- B. **ACCD Grant:** We are still waiting to hear back from the Agency of Commerce on the proposed grant revisions that we requested.

IX. Community Support:

- A. **Management & Planning Tools:** Discussed earlier
- B. **Legislative Briefing:** T Hurcomb is working with D Muniyak to assemble a written briefing letter that can be sent to our local and state legislators outlining the work we've accomplished so far on cleaning up the former Parker property, the grants

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received to date and so forth. They will bring a draft of the letter for review at the next Building Committee meeting.

X. Other Business: None

Adjourn: N Rubinstein moved to adjourn at 8:55pm, T Hurcomb seconded, meeting adjourned.

Next meeting date is Wednesday, November 6 at 7pm at the Historical Society Dining Room.

Respectfully submitted by,

Patty Kenyon
Building Committee Clerk