

# DRAFT

## MINUTES – BUILDING COMMITTEE MEETING TOWN OF BARNET, VERMONT THURSDAY, SEPTEMBER 8, 2016

Meeting convened at 7:00 p.m. in the conference room of the Town Clerk's Office.

**Committee members present:** Chair William Graves, Dylan Ford, Benjamin Heisholt, Cathy McLam, Stanley Robinson, David Warden, and Dana Young.

**Others present:** Lyndon State College News 7 camera crew, Dennis McLam.

### 1. Proposals and consideration thereof for specifications, requirements, and budgeting for new or renovated town offices

Varied discussion was had on a range of topics relating to this agenda item. No votes were taken or official decisions of the Committee made. A summary of the discussion follows:

- Those present at the August 4, 2016 Committee meeting gave a summary of this meeting. This was not an official meeting because a quorum of the Committee was not present.
  - Mr. Graves reported:
    - The Committee visited the Barnet Public Library building based on a suggestion, made by a Committee member at the June 28, 2016 meeting, that this may be a viable space for town offices.
    - The Library Trustees and librarians, who were present, were interested in participating in the discussion, but would prefer that the library not be displaced by town offices.
    - Representatives of Karne Choling, who rent the second floor of the building, were also present, and also expressed a preference to continue to rent the second floor of the building.
    - The Committee members present believed that a) the Library Building is not of a large enough footprint for the purposes of a town office building, and b) various drawbacks associated with renovation of the Town Hall for town offices would also be present at the Library Building.
  - Mr. Warden reported:
    - The Library representatives were concerned about ethical responsibility with regard to many philanthropically-supported improvements that were made to the Library Building with original intent to create or improve a space for a library, and no other function.
- The Committee reviewed an outline of the various components of a proposed new or renovated town office building, as prepared by Ms. McLam. The Committee discussed various aspects of each, and made various amendments. The following is a list of distinct spaces proposed by the Committee, with approximate dimensions in parentheses:
  - Waiting room (10' x 16' = 160 square feet)
  - Town Clerk's workstation with counter for public access (12' x 12' = 144 square feet)
  - Assistant Town Clerk's workstation with counter for public access (12' x 12' = 144 square feet)
  - Listers' office with three computer workstations (12' x 16' = 192 square feet)
  - Collector of Delinquent Tax office with one computer workstation (12' x 12' = 144 square feet)
  - Zoning Administrative Officer office with one computer workstation (12' x 12' = 144 square feet)
  - Small conference room (14' x 20' = 280 square feet)

- Large conference room/elections space (24' x 32' = 768 square feet)
- Storage room/janitor's closet (6' x 8' = 48 square feet)
- Restrooms (public) (8' x 10' = 80 square feet)
- Restrooms (private) (8' x 10' = 80 square feet)
- Kitchenette/breakroom (12' x 12' = 144 square feet)
- Vault (16' x 24' = 384 square feet)
- Research room (10' x 21' = 210 square feet)
- Elevator (8' x 8' = 64 square feet)
- Using the above analysis (totaling 2,986 square feet), and adding approximately 10 percent for space for human traffic, the Committee estimates that approximately 3,500 square feet will be necessary for the town office building.
- Some discussion was had about improvements necessary from the operations of the current Town Clerk's Office. Among these were improved security for after-office-hours meetings (offices sealed from conference/meeting rooms) and to separate the public from access to Town Clerk's Office and other secure areas during office hours.
- The Committee considered the various existing structures that have entered the Board's discussions with relation to renovation to this point in time.
  - The Committee present was in consensus that:
    - The Town Hall is no longer a viable option due to many drawbacks and obstacles discussed at previous meetings (property lines, parking, septic, etc.).
    - The current Town Clerk's Office is not a viable option due to inadequate square footage, inadequate parking, and inadequate acreage.
    - The Library Building is not a viable option due to the drawbacks and obstacles discussed above.
    - The two options currently under consideration are renovation of the McIndoe Falls Academy, and construction of a new building.
- The Committee discussed the advantages and disadvantages of building new versus renovating an existing structure in terms of cost, permitting, ability to attain grant funding, ability to achieve the exact results desired, aesthetic value, and symbolic significance.
- The Committee reviewed the various parcels of land currently owned by the Town, and discussed the viability of each for construction of a new town office building. The Committee concluded that the current Town Garage parcel would be a viable option. No consensus was formed about a preferred or best option.
- Ms. Ford spoke in favor of renovating the McIndoe Falls Academy over against building a new structure. Ms. McLam spoke about her concern that the building is relatively small and would, given its historic building status, present challenges and obstacles to achieving the Committee's desired results.
  - Mr. Graves suggested that he should contact Caitlin Corkins of the Vermont Agency of Commerce and Community Development to request that she walk through the McIndoe Falls Academy and provide insight into the restrictions that may be placed on the building.
- Mr. Graves discussed the Committee's contact with resident Donna Gaston, who is an architect, although currently not practicing. She has expressed willingness to work with the Committee, although she would be unable to draft plans. Mr. Graves suggested that the Committee should consider whether they want to hire a designer at some time in the near future.

## **2. Other business**

No other business was discussed.

**3. Adjournment**

Ms. Ford moved to adjourn. Seconded by Mr. Robinson and approved by voice vote. Meeting adjourned at 8:42 p.m.

*A true copy.*

*Attest:* \_\_\_\_\_  
*Town Clerk*