

**MINUTES – SPECIAL BUILDING COMMITTEE MEETING
TOWN OF BARNET, VERMONT
TUESDAY, FEBRUARY 20, 2018**

Meeting convened at 6:30 p.m. in the conference room of the Town Clerk's Office.

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

Others present: None.

1. Consideration of approval of prior meeting minutes

Ms. Stewart moved to approve as presented the minutes of the special meeting held January 9, 2018. Seconded by Mr. McLam and approved by voice vote.

2. Review current status of planning, estimating, and design work

- Mr. Graves reported that he had met with environmental specialist Kari Paritz of Clay Point Associates at the McIndoe Falls Academy on January 26, 2018. Mr. Graves referenced an email reporting on this meeting, which he sent on January 28. Various sample sites were recorded, all of sixty, and many samples were sent out by FedEx that evening. Ms. Paritz made various observations, measurements, and examinations. The report should be thorough enough for information needs. Vermiculite insulation, which typically bears asbestos, exists on the second-floor ceiling, under the attic floor, at an average depth of two inches. Some old steam piping within the walls likely is wrapped with asbestos insulation. Ms. Paritz sampled window glazing, glue beneath the carpet and vinyl, and the various sheetrock panels and joint compound locations--all in search of asbestos. Mr. Graves reported that he was satisfied with the field work.

3. Discuss costs to date

- Regarding costs to date, Mr. Graves referenced his February 12, 2018 email to the Selectboard, and his February 6, 2018 email to Dylan Ford and Benjamin Heisholt. The \$28,990 in anticipated expenditures (not including the cost estimation services) includes \$3,800 to Clay Point Associates for environmental services, and additional fees to Arnold & Scangas for travel expenses.
- Discussion was had regarding additional travel costs for Arnold & Scangas. The consensus of the Committee was that cost of travel presented in Arnold & Scangas's original proposal should be inclusive of all travel costs to date. It was agreed that Ms. Ford will discuss this with Arnold & Scangas.
- Mr. Graves discussed the Committee's approach to septic plans for the McIndoe Falls Academy. It was noted that it has not been determined whether the Town or the Academy Trustees would bear the cost of any septic system design and installation. Mr. Graves suggested that the Committee should request a no-cost estimate from Shannon Larocque.

4. Discuss Arnold and Scangas, Clay Point Associates, Stephen Pitkin, Barnet Selectboard

Action: motion to confirm committee's acceptance of these decisions

- Mr. Graves commented on an email sent by Mr. Graves to the Selectboard on February 12, 2018. This email contains three numbered sections, each of which the Selectboard took action on at their regular meeting February 12, 2018. Discussion was had about each of these points, as summarized below.
 1. Mr. Graves's email indicated that the Selectboard had already agreed to fund \$7,500 in matching funds for a grant project for a feasibility study on the McIndoe Falls

Academy. The grant funding totals \$20,000. The total anticipated expenditures to date are \$28,990, an amount \$1,490 greater than the funds currently allotted. The Building Committee therefore had requested that the Selectboard allow \$1,490 more to be spent from the Municipal Building Fund to meet anticipated expenses. The Selectboard did agree to allow \$1,490 more to be spent from the Municipal Buildings Fund to meet anticipated expenses.

2. Mr. Graves's email next indicated that the Building Committee had requested that he pursue three sources for independent construction estimating services, in order to define adequately the potential costs for renovation and new construction at the McIndoe Falls Academy, and for new construction on an unknown site. Mr. Graves did obtain estimates from three sources for each of these two distinct projects. These estimates are summarized below.

	<u>McIndoe Falls Academy</u>	<u>New Construction</u>
Erickson Consulting	\$3,950	\$450
Merkur Construction	\$1,680	\$1,120
Stephen Pitkin	\$2,600	\$750

Mr. Graves's email indicated that he prefers Stephen Pitkin as an estimator, as he is familiar with the area, can speak well in public, and provides cost estimates for local architects and construction firms. Mr. Graves also requested that the Board allow expenditure from the Municipal Building Fund, not to exceed a total of \$3,350, for the cost of estimating for two distinctly separate building projects. The Selectboard did accept Stephen Pitkin's bid for cost estimation services for these two distinct projects, and did authorize expenditure from the Municipal Building Fund, not to exceed a total of \$3,350, for this purpose.

3. Mr. Graves's email's third numbered item indicated that in November 2017 the Selectboard had approved expending up to \$14,000 to fund a new roof project at the Town Hall. Mr. Graves had then requested pricing from three local firms. These estimates were received and are summarized below.

Black Ox Roofing	\$25,000
Nick Kendall Roofing	\$14,000
LG Page Roofing	\$12,850

Mr. Graves's email also indicated that the Selectboard must consider sending official notification of the project to adjacent landowners and obtaining permission from them for access on their properties to perform roofing work and trimming of trees that are damaging Town Hall siding and trim. The Selectboard did agree to accept the proposal of LG Page Roofing for the Town Hall roofing project. Ms. Ford indicated that she would contact neighboring property owners about access to the building and trimming of trees.

- Mr. Graves reported that he met with Stephen Pitkin at the McIndoe Falls Academy on February 16. Mr. Pitkin spent several hours at the building. He has the feasibility study's working drawings and plans and will attempt to have his cost estimations prepared sometime between February 28 and March 6.
- Ms. Ford reported that she has been in contact with Rebecca Arnold, of Arnold & Scangas, regarding new working plans with changes per the recommendations of the historical review. Copies of these plans, labeled J.2., were reviewed by the Committee at this meeting. These plans retain the two exterior windows on the first-floor east side of the existing structure; according to Ms. Arnold, these plans will satisfy historical review requirements.
- Ms. Ford reported that she had not received official communication from the United States Postal Service regarding the Committee's proposal to use the post office foyer/hall as a shared space of lessor and lessee within the rental agreement.

- Ms. Stewart moved to confirm the Committee's acceptance and approval of actions and expenditures made by the Chair and others, as referenced at this meeting. Seconded by Mr. Warden and approved by voice vote.

5. Prepare "talking points" for public meetings. Action: motion on agreement by committee in favor of endorsing McIndoe Falls Academy building as first choice for municipal offices, with list of reasons

- Discussion was had about correspondence received from resident Kathleen Monroe, as discussed at the previous Committee meeting, and about Mr. Graves's subsequent brief communications with Ms. Monroe. The Committee considered responses to some of Ms. Monroe's specific inquiries, including potential operational costs for proposed renovated buildings or new construction.
- Discussion was had about the extent to which the subject of Committee's activities, and any future decision regarding new municipal office buildings, will be discussed at Town Meeting on March 6. There is no specific article on the warning that relates to the subject, but the Committee agreed that an announcement should be made about the specific plan for moving forward on the project. The Committee also agreed that there should be a table set up at the meeting, with information about the Committee's activities, and staffed by a knowledgeable Committee member.
- Ms. Ford reported on her meeting with Alison Low of Northeastern Vermont Development Association (NVDA). Ms. Low suggested that the Committee hold an "all funders" meeting. This would be a Committee meeting to which a variety of grant funders would be invited to discuss the potential grant funding opportunities. The purpose of the meeting from the Committee's perspective would be to gather information and gain a clearer perception of the likelihood of grant funding from these various sources. Suggested dates for this meeting are March 14, 15, 21, 22, 28 or 29. Ms. Low indicated that the Committee will be able to obtain, for comparison purposes, actual costs for recent local projects of a similar nature, such as the Wheelock Town Hall and the Hardwick Community Building. Ms. Low also suggested that the Committee may be able to use the current basketball court area behind the Academy building, in whole or in part, for parking space, even though the basketball court was originally built with federal funds.
- Mr. Graves spoke, encouraging the Committee to bear in mind that the proposed Academy project would have the advantages of a) potential for funding from a greater variety of sources because it would be a multi-function building, and b) a significant grant already secured, in the form of the offer of the property itself from the Academy trustees.
- Ms. Ford noted that site acquisition and development costs for the proposed new construction on an unknown site would be hard to predict. Mr. Graves commented that, as noted in his February 12, 2018 email to the Selectboard, it was agreed, by Mr. Graves and the cost estimation services contacted, from professional and past experience, that those costs may be \$400,000 to \$550,000.
- Mr. Warden moved to endorse an all-funders meeting to be held in March, followed by an informational meeting and a special town meeting at dates to be determined by the Selectboard, possibly May 15 and 22, respectively. Seconded by Mr. Young and approved by voice vote.
- Discussion was had about whether all on the Committee were prepared to endorse the McIndoe Falls Academy building as first choice for municipal offices. Any motion or vote to this effect was tabled.
- Discussion was had about space requirements for the Town Clerk's Office area of the municipal offices. Mr. Graves indicated that he would advocate for locating the employee bathroom and breakroom/kitchen in the basement of the building, rather than the first floor, to conserve first-floor space.

6. Other business

The Committee agreed to hold a special Committee meeting on Monday, April 16, 2018.

7. Adjournment

Mr. Warden moved to adjourn. Seconded by Mr. Young and approved by voice vote. Meeting Adjourned at 8:25 p.m.

A true copy.

Attest: _____
Town Clerk