

# MINUTES-SPECIAL SELECTBOARD MEETING

## TOWN OF BARNET, VERMONT

WEDNESDAY, DECEMBER 8, 2021

Meeting convened at 7:00 p.m. in-person at Barnet Town Clerk's Office (1743 US Route 5 South) and via GoToMeeting telephone/online conference. This meeting was recorded via GoToMeeting.

**Board members participating in-person:** Dylan Ford (presiding co-chair), Benjamin Gates, and Mark Jefferson.

**Other Town officials and employees participating in-person:** Planning Commission/Zoning Board Chair Benjamin Adams, Planning Commission/Zoning Board Member Bruce Denio, and Justice of the Peace William Graves.

**Members of the public participating in-person:** Cynthia Stuart (Stuart Consulting).

**Other Town officials and employees participating via GoToMeeting:** Planning Commission/Zoning Board Member Mark Bowen, Planning Commission/Zoning Board Member Dakota Butterfield, Lister John Cook, Lister Sarah Cook, Planning Commission/Zoning Board Member Elizabeth Evans, and Town Clerk Benjamin Heisholt

**Members of the public participating via GoToMeeting:** Jonathan Carpenter, Millie Curtis, Katherine Fiegenbaum (Caledonian-Record), Joni Gingue, David Hollocher, Frank Jannarone, Mona Marceau, Kathleen Monroe, and Jay Sprout.

### 1. **Open proposals for Building and Site Condition Assessment, Space Needs Assessment, Conceptual Design Options and Town Project Budget for repurposing of Town Hall**

Town Clerk Benjamin Heisholt indicated that those participating remotely could download documents relating to this meeting at [www.barnetvt.org](http://www.barnetvt.org).

Ms. Ford spoke regarding a code of conduct the Board plans to keep for this meeting and any other meetings relating to the matter discussed at this meeting. This code includes the following: 1) constructive and respectful dialog must be maintained during the meetings, and 2) any questions regarding the proposals must be directed to the Selectboard, and not to the bidders themselves.

Consultant Cynthia Stuart introduced a slideshow presentation, which contained an outline of the structure of the meeting. Ms. Stuart, the Board, and resident building contractor William Graves all spoke in explanation and elucidation of the slides, as summarized below:

*a. History of the Barnet Town Hall conversation*

Ms. Ford discussed the history of the discussion about renovating and/or repurposing the Town Hall, beginning in 2009 with the dedication of the building as the William E. Hoar Municipal Building.

*b. Where are we now?*

Ms. Ford discussed how the Board has commenced exploring, researching and going through a process in beginning to re-consider the Town Hall as a potential site for municipal offices.

*c. Commercial building standards*

Resident building contractor William Graves spoke regarding fire and safety, ADA compliance, energy standards, plumbing, and electrical. He stated that there are specific regulations regarding each of these, and that the firms invited to submit proposals are licensed, knowledgeable, and well-versed in compliance with these.

*d. Request for proposals*

Ms. Stuart discussed the goals of the project as identified in the request for proposals, including building and site condition assessment, space needs assessment, conceptual design options, and total project budget.

*e. Proposals received*

Ms. Stuart reported that timely proposal submissions were received from Black River Design, Bread Loaf Corporation, and Maclay Architects. She indicated a proposed timeline for a decision on the proposals, including their opening at this meeting, independent review, and a meeting for evaluation to be determined. Ms. Stuart distributed to the Board packets containing the printed proposals.

*f. Proposal evaluation*

Ms. Stuart reviewed the proposal evaluation rubric. The criteria consist of: consultant qualifications (35 points), work plan (25 points), quality and completeness (15 points), and costs and fee schedule (25 points).

*g. Working with chosen architect*

Mr. Gates reviewed the process the Board will follow to work with the chosen architect.

*h. Public comment*

Mr. Jefferson received comments from members of the public. The Board, Ms. Stuart, Mr. Graves, and the members of the public participating remotely and in person discussed a number of topics related to the proposals and the project more generally. A partial listing of topics discussed follows:

- Energy efficiency, including the following:
  - The expertise and experience of the firms submitting proposals;
  - State of Vermont carbon-free mandates and their applicability to Town projects and the Town Plan;
  - Cost savings of energy efficiency;
  - The importance of carefully choosing energy sources;
  - The scale of tear-down and renovation required to achieve desired efficiency.
- The process the Board will follow, including public engagement and possibility of any future town vote on a building project or borrowing question for a Town Hall project.
- Current and projected construction costs and economic environment and how these may affect the project schedule.
- Town Hall site logistics, including septic and parking considerations.
- Projections of parking and public use requirements, including use of historical data such as visitor counts and vehicle counts for normal office operations and public meetings.

**2. Evaluate proposals for Building and Site Condition Assessment, Space Needs Assessment, Conceptual Design Options and Town Project Budget for repurposing of Town Hall; take any action**

- The Board agreed not to evaluate the proposals at this meeting, but to review them individually, then evaluate them at a separate special meeting. The Board agreed to hold a special meeting Monday, January 3, 2022 at 6:30 p.m.

**3. Other business presented by Selectboard**

No other business was presented by the Selectboard.

**4. Adjournment**

- Mr. Gates moved to adjourn the meeting. Seconded by Mr. Jefferson and approved by voice vote. Meeting adjourned at 7:52 p.m.

*A true copy.*

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