

## Town Office Planning Committee

Draft Minutes 7/7/21

Present: Mary Linehan, Art Hanchett, Beth Preston, Bill Risso & Rebecca Seibel. Morgan Smith and John Freitag attending by zoom.

Meeting called to order at 6:06pm.

Bill moved to accept minutes of 6/29/21 meeting; motion seconded and approved.

Bill updated the group on site selection criteria. The flood plain and river corridor is still a confusing issue. He shared some photos he obtained from Lisa, after Hurricane Irene flooding, showing Murray Field submerged, water coming up to the Town Office and the eroded bank behind the recycling center.

Discussion about how to put together the scoring as we each submit our scores to Bill, when each of us may have different methods of scoring. At Mary's suggestion, Bill will look over all individual spreadsheets and figure out a way to make the criteria equalized. He'll look for outliers that the group can discuss and think about changes that might be made to the scoring.

Bill commented that his point of view has changed quite a bit over the course of our meetings so far and feels there not great choices now. Rebecca agreed. Morgan reminded us not to rule out anything prematurely. Part of the purpose in meeting with other boards/committees/individuals is to solicit information, including potentially about other sites, that we can add to criteria sheets to complete the evaluation. For example, is there land that would be more suitable that the town could purchase (or that some angel might donate)? Noted that the mandate for the committee was to review town-owned properties given no additional sites have yet been identified. Discussion as to whether is it acceptable for this committee to conclude that none of the sites are ideal.

Discussion regarding meeting the selectboard will call to convene boards and committees. Mary will talk with Tracey McFadden to find out what dates the Education Building at the Homestead is available and propose a date for the TO committee to confirm, and request from the selectboard.

Art talked about developing materials for a short presentation, using 5-10 slides and a handout, as the purpose of the meeting is to use the time to solicit information, not present a solution or vote on selection of a site. Art will work with Bill for a presentation of the criteria sheets to show the depth of thought we are putting into this evaluation process. Art reiterated the importance of limiting the time of the presentation to 10-15 minutes and allowing for adequate time for discussion and input from attendees.

Bill commented that he would like to see us start with the needs of the Town Office-- why upgrades are needed, explaining the limitations of the current building situation, clarifying the needs of the town management personnel. Morgan suggested creating a statement of need, listing every use of the Town Office, each board that meets, the number of people involved, how often each group and

the listers meet, etc. Solicit info from them about what they need (i.e., meeting space, communication needs, collaboration with other boards, and with the town). The meeting is an important opportunity to look forward and take into consideration issues, such as the town mandate about energy efficiency. Art suggested we have a timeline for them to get any additional information to us after the meeting.

It's important to let all know that this meeting is a starting point, and we need to get more information out into community discussion, in order to solicit more input and ideas from the community. We need feedback from the town, and to gauge whether the community is aware of the administrative needs of the Town.

Art will contact committee members for any info he may need to organize the presentation and suggested identifying note-takers at the meeting. Meeting will also be recorded.

Discussion regarding the target date to make any recommendations to the Selectboard. Has this changed now that the date for the Municipal Planning grant date has been pushed back to November? Discussion tabled till after the meeting with town boards/committees and further guidance from the Selectboard.

Discussion regarding the importance of getting information out asap to get the community thinking about this issue.

Motion to adjourn the meeting. Meeting adjourned 7:20 pm.

Respectfully submitted,

Rebecca Seibel