

Town Office Planning Committee Agenda
Monday June 14, 2021 at 6:00pm at Town Office and via Zoom

Meeting called to order 6:02pm

Attending in person: Mary Linehan, Bill Risso, Art Hanchett, Beth Preston, Rebecca Seibel; via zoom: Morgan Smith, Toni Pippy

1. Approve Work statement. A motion was made to approve the Statement of Work; motion seconded, approved unanimously.
2. Approve minutes June 1 meeting. A motion was made to accept the minutes of the 6/1/21 meeting; seconded and approved.
3. Correspondence
 - a. John Freitag RE: concerns
 - b. Lisa Bragg RE: Town Office
4. Updated space requirements. Mary provided an updated space requirement of at least 2236 sq. ft. after consulting with Selectboard, Town Clerk, and calculating meeting room requirements for 30 persons. Discussion pertaining to the 2019 Town Office Restoration Project, including their decision not to pursue grant funding. Morgan questioned whether it might be possible to allow an expansion of the building on his property, what that would legally entail. Committee agrees that it is premature to rule out modification of the current building, if it can meet the Town's needs, and the recommendation to the Selectboard may be to conduct a feasibility study of more than one potential site.
5. Site selection update. Updated matrix of sites and data collected was provided.
6. Site selection criteria and plan for completion. Bill presented his work on the site selection criteria. He has spent a great deal of time and effort to develop site selection criteria, including trying to better understand the flood plain, which is not well defined, and that flooding has not been consistent during flooding incidents. Noted that committed also needs to consider mandates from the town, such as for energy use and climate change. Morgan commented that the criteria list is very good, and suggested we have a "long list", including all the variables; and a "short list", which would provide a summary, with the details available to explain the basis for conclusions and recommendations. It may also be possible to combine some of the criteria, such as Year-round Accessibility, Access for Pedestrians and Bicycles, Accessible to Emergency Response, etc., under "Convenience of Access". It was acknowledged that there are a number of criteria that this committee can't adequately evaluate and that will need to be left to the feasibility study. Bill asked the committee to look at the list and the criteria chart and send him suggestions so that it can be finalized. Art commented that we need to include the emotional and social impact of the decision and the impact it might have on the village(s).
7. Communication strategy update. Art talked about communication strategy. There was discussion and agreement to ask the selectboard to convene a meeting of the town boards and commissions during the July 14 SB meeting, to gather input and update them about the Town Office planning process, stressing that this is a work-in-progress and the Committee is still gathering data and information, not presenting a final proposal. Art will attend the 6/23 SB meeting to explain the plan.
8. Presentation document/guideline discussion and finalization. Discussion about the deadline of early September which seems like it may be rushing a decision but noted that it is important reach some decisions to prepare an application for the Municipal Planning Grant, which we hope can

fund a feasibility study. Mary shared the grant guidelines so that the committee can prioritize completing the necessary criteria for a successful application.

9. Timeline for community meetings. Timeline for meetings tabled pending outcome of the meeting with boards and committees in mid-July.
10. Next meeting will be held on Tuesday, 6/29, 6pm.

Meeting adjourned 7:32 pm

Rebecca Seibel
Recording Clerk