

**Proctor Selectboard
Special Meeting Minutes
(Meeting with Town Office Committee)
January 9, 2018
5:30 p.m. – 7:15 p.m.**

Board Members Present:

Bill Champine, Chair
Bruce Baccei
Joe Manning
Tom Hogan
Bob Protivansky

Town Office Committee Members Present:

Paula Kearney, Vice- Chair
Lisa Miser, Recorder
John Zawistoski
Jodi Jones

Employees Present:

Rhoda Grace, Assistant Town Clerk
Stan Wilbur, Town Manager

Guests Present:

Ed Clark, NBF Architects
Pauline Hogan
Carol Protivansky

- I. Call to Order**
The meeting was called to order by Bill Champine, Chair.
- II. Review and Approve Agenda**
Bruce Baccei made the motion to approve agenda. The motion was seconded by Bob Protivansky, unanimously approved.
- III. Updated Town Office Plans and Cost Estimate – Ed Clark**
Ed Clark provided draft plans and drawings for review.
Upstairs:
The upstairs will have minimal changes, the primary change would be the stairwell and lift.

Downstairs:
Entrance ramp, which would make the building fully accessible and address flooding concerns.
Excavate space for Town Manger office.

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Bathroom renovated to become ADA complaint. One bathroom in the building.

Installation of lift, which would require a variance due to size.

Enlarge vault space, remove step up and add dry sprinkler system.

Possible radiant floor.

The actual Town Clerk work space would not increase in size.

New vault door.

Spray foam behind walls.

Throughout building:

Upgrade all lights to LED.

Possible heat pump.

Replace windows.

Electrical and plumbing upgrades.

Possible ventilation system.

Front Wall:

Rebuild wall.

Stamped patio and concrete steps.

Add drainage.

Try to reuse stones, match with new stone.

Concerns:

Addressing the musty smell downstairs.

Not increasing space.

Cost estimate.

Parking.

It was noted that the state is moving to microfiche for land records, which allows options with space configuration.

There is parking allowed on both sides of Main Street.

Space was addressed at a prior meeting. See November 16, 2017 **Town Office Committee** meeting minutes.

A new building would provide more space at a less expensive investment. Ed Clark provided cost estimate at prior meeting.

See November 16, 2017 **Town Office Committee** meeting minutes.

Ed Clark stated that the current plan provides adequate detail to go forward with grant applications. Ed Clark has provided a list of possible grants to Stan Wilbur. There has been no movement on assessing any grants **by the Town Office Committee.**

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Bill Champine made the motion to accept the current building plan submitted by the Town Office Committee for consideration. The motion was seconded by Bruce Baccei, unanimously approved

Board member concerns regarding the plan centered on the cost, no increase in space, the need for a complete project cost estimate before going to town meeting and funding.

Other options were brought up. Bob Protivansky made the motion that he be allowed to meeting with the museum to talk about this possibility again. The motion was seconded by Tom Hogan, approved 4-1.

Bruce Baccei made the motion to request a cost proposal from Ed Clark to prepare a complete project cost estimate. The motion was seconded by Bob Protivansky, unanimously approved.

IV. Grant & Funding Options

A \$20,000 Historic Preservation Grant is possible for repairing the front wall and a \$75,000 Community Development Accessibility Grant is possible for making the office ADA compliant. The Community Development Block Grant Program will be investigated.

V. Adjourn

Bob Protivansky made the motion to adjourn the January 9, 2018 special Selectboard meeting at 7:15 p.m. The motion was seconded by Bruce Baccei, unanimously approved.