

Proctor Town Office Committee  
Special Meeting Minutes  
November 16, 2017  
6:00 – 6:55 p.m.

Committee Members:

Bill Champine, Chair  
Jodi Jones  
Paula Kearney, Vice- Chair  
Celia Lisananti  
Lisa Miser, Recorder  
Bob Protivansky  
John Zawistoski

Guests:

Bruce Baccei  
Pauline Hogan  
Tom Hogan

**I. Call to Order**

The meeting was called to order by Paula Kearney, Vice - Chair.

**II. Review and Approve Agenda**

John Zawistoski made the motion to switch agenda items 4 and 5. The motion was seconded by Jodi Jones, unanimously approved.

It was brought to the attention of the committee that public comment was not included on the agenda.

John Zawistoski made the motion to add Public Comment to the agenda. The motion was seconded by Celia Lisananti, unanimously approved.

### **III. Elect Chair**

Paula Kearney made the motion to elect Bill Champine as Chair. The motion was seconded by John Zawistoski, motion passed by majority,6-1.

### **IV. Review and Approve August 24,2017 Meeting Minutes**

Jodi Jones made the motion to approve the August 24,2017 meeting minutes, as written. The motion was seconded by Paula Kearney, unanimously approved.

### **V.Selectboard Actions Since Last Committee Meeting and Present Position**

Bill Champine stated that it is the position of the Selectboard to continue looking at improvements of the current Town Office. Past Selectboard meeting minutes were provided, for information only.

### **VI. John Z and Paula K – Meeting with Ed Clark**

Paula Kearney and John Zawistiski provided a summary of their November 1,2017 meeting with Ed Clark.

- The current estimate for the front wall is \$153,000.00. Ed feels there is a good chance the actual bid will be lower.
- The pared down plan will be the cheapest per square foot. This will include retention of the stairway and addition of a lift, in place of an elevator.
- All offices will be on the first floor.
- Current vault is 72 sq.feet would increase to 115 sq feet, will increase volume.
- Ramp is not feasible as it will need to be 180 feet long.
- A new list of realistic expectations needs to be compiled. The current list incudes space for people the town does not employ.

- There is currently 3,150 gross square footage available, 2,400 usable sq. footage add 150 new total is 2,550 vs. the 2,620 that was determined to be needed in the 2005 plan, a difference of 70 sq. feet.
- Projected cost with wall is \$500,000.00.
- A new building estimated cost is \$150.00 per square foot, this cost does not include purchase of land.
- Ed Clark is comfortable making changes in the current building.
- Next step rework space, input from employees.
- The Castleton Town Office is 3,540 sq. feet.
- The key is the size of facility that is determined to be needed.

### **VII. Grant & Funding Options**

This item is tabled until final building renovation plans are in place. Lisa Miser noted that the majority of funding options are for renovations, not for new construction.

### **VIII. Report to Selectboard**

John Zawistoski noted that the majority of the Selectboard was in attendance, he requested that Bill Champine provide an overview of the meeting at the next Selectboard meeting.

### **IX. Action Items/Responsible Persons**

Bob Protivansky made the motion to have either Bill Champine or John Zawistoski contact Ed Clark about proposed space changes. The motion was seconded by Celia Lisananti, unanimously approved.

### **X. Public Comment**

Tom Hogan inquired about parking, musty smell downstairs, and cost for rental during renovations. He is also concerned about the total cost for renovations.

John Zawistoski replied that the current parking spaces would continue, as well as the parking on both sides of Main Street. Renovations should address any smell concerns. Possible for short term rental at the Marble Museum, as well as renting vault space.

### **XI.Adjourn**

John Zawistoski made the motion to adjourn the Special Town Office Meeting at 6:55 p.m. The motion as seconded by Jodi Jones, unanimously approved.