

Town of Proctor
Town Office Study Committee
Monthly Meeting
January 6, 2016
Town Office Meeting Room
6pm – 7:25pm

Draft

Board Member Present

John Jozwiak

Employees Present

Stan Wilbur

Committee Members Present

John Zawistoski	Susan Feenick
Carol Protivansky	Louise Atwood
Gerry Carrington	Joe Manning
Dale Cristie	Jodi Jones
Pauline Kearney	Ray Ault
Shannon Maas	

Committee Members Absent None

Call to Order

Meeting was called to order at 6:00 pm

Town Office Study Committee

Stan Wilbur showed us copies he had made per our request of a Town map with Town owned property marked off. He also left individual packets of enlarged town owned property maps. Also, black and white copies of the Proctor Prosperity Plan were there for the committee as well as a large town map for reference. Stan asked if any further requests needed. Hearing none, he left the meeting.

Review and approval of the agenda for this meeting (January 6, 2016)

Approved unanimously

Review Town Office Study Committee December 16, 2015 minutes and approval

Approved unanimously

Discussion of information gathered about past lab building planning by Carol Protivansky and Gerry Carrington

Stated that the committee might need more time to submit suggestions for questions that need to be asked of the Town manger and whoever else was party to the process. Carol and Gerry sent out an email asking for thoughts from the committee prior to the meeting but did not get much response. Many have now submitted thoughts and Carol and Gerry will now call Town Hall and set up a meeting.

Presentation of Carris Reels information from Joe Manning

Joe contacted them and was informed that it is not longer an option available to the Town of Proctor

Discussion about information to be included in survey

Two examples were presented to the committee of possible questions to be included in a survey asking for voters' feelings about the lab building vote and possible other potential locations.

One was done by Dale Christie who originally suggested the survey.

Another was done by Sue Feenick.

Discussion took place as to the format of this survey, what sort of questions to include to be most helpful to the committee, and who decides what questions to include.

Ray Ault reminded the committee to remain focused as to the purpose of this committee which at this time is understood to be a "search" committee, gathering as much information as is helpful to knowing what is best for the Town of Proctor and a new Town Hall.

Committee was asked to send suggestions to Dale and Sue about surveys in a timely fashion.

Dale will work on survey and email an edited version to committee members.

Grant Information

Sue gave committee a list of possible grants but said we needed to know what direction the town would go in so as to search proper ones. Some are for historic places, some new building, some renovations, etc. So purpose of the grant most important.

The town will discuss with the bank what is to be done with the money already secured from the Mortimer Proctor Fund.

Possible other Town locations for a new Town Hall

Committee member suggested we list all options, decide the merits of these sites, then investigate them further. Maps and other information supplied by Town Manager a great resource to help us get started in preparation for next meeting.

Next meeting

All agreed to move meetings to Mondays due to scheduling conflict for a few members.

Monday February 1, 2016 6:00pm

New Location: Proctor Elementary School Teacher's Room

Due to health issues of a committee member all agreed to this change.

Meeting adjourned 7:30 pm