

Town of Proctor
Town Office Study Committee Minutes
Minutes - **Draft**
February 1, 2016
6 PM – 7:30 PM

Board Member Present:

John Jozwiak

Committee Members Present:

Joe Manning	Jodi Jones
Sue Feenick	Ray Ault
Carol Protivansky	Gerry Carrington
Shannon Maass	John Zawistoski
Pauline Kearney	

Committee Members Absent:

Dale Christie
Lousie Atwood

Guest Present:

Dan Colton – Rutland Herald Reporter

Call to Order:

The meeting was called to order at 6 PM by Board Chairman John Zawistoski

Review and approval of agenda for this meeting (February 1, 2016):

Agenda was approved after switching presentation order. It was suggested by John Zawistoski to put the survey discussion before Carol and Gerry's presentation about meeting with Town Manager. Agenda approved with this being the only change.

Review Town Office Study Committee January 6, 2016 minutes and approval:

It was suggested that approval wording include whether or not meeting minutes were approved with or without amendments.

The wording for the **December 16, 2015** minutes should read “approved unanimously without amendment.”

January 6, 2016 minutes – under Grant Information should reflect that the last sentence stating “town will discuss with the bank what is to be done with the money already secured from the Mortimer Proctor fund” should in fact be deleted and read as follows:

The Town received notification from the bank that the Mortimer Proctor Fund money was tentatively approved dependent on a positive vote for use on the lab building site. The bank requested the money be returned should the vote fail.

Note that these changes have been made to those minutes. Money has since been returned to the bank. Minutes unanimously approved with amendments.

Survey Discussion: Dale was unable to attend this meeting due to illness. The committee wishes to thank him for all the work he put in to creating this survey.

Copies were handed out to committee for review, comments, possible changes.

Most of the meeting centered around this discussion in order to make sure residents of Proctor would be asked the most meaningful questions concerning the search, location, etc of a new town hall.

Committee decided a few questions could be eliminated, some reworded, and suggested adding one other for more clarification as to why voters voted against the bond.

The majority of the committee were in agreement on these changes and the overall feeling was that the purpose of this survey was to get as much feedback from the residents of Proctor so the committee could use that info as it goes forward in it's fact finding for a new location.

John Zawistoski will get suggestions back to Dale in a timely fashion so changes can be made.

Discussion took place as to whether survey should be mailed or placed inside the town report. The committee decided since bulk mailing is relatively inexpensive, that would be the best approach.

There will be 3 drop off sites to return this survey and will be stated on the survey.

Presentation of Interview with Town Manager and One Selectboard member:

Carol Protivansky and Gerry Carrington met with Town Manager, Stan Wilbur and Town Clerk, Celia Lisananti, with Selectboard member Bill Champine present as an observer, to discuss the decision to investigate the OMYA lab building as a site for a new town office leading up to a bond vote.

Questions were asked about who investigated this process: Committee of Selectboard members who openly discussed aspects of this site at open selectboard meetings. These meetings also shown on PegTV. Articles were in the paper about the project. 2 informational meetings held at the Proctor High School, as well as 2 open houses for people to view the current site and the proposed site.

One question discussed was roof damage never repaired to the lab building site. Town did not own the property when this took place and discussion should take place between College of St. Joseph and OMYA about insurance/cost responsibility.

This was a lengthy discussion about projected monthly costs and how these costs are shared with the college. We asked terms of the \$800,000 bond, possible grants researched, and comparative analysis between lab building and current town hall (updated from 2005NBF study). We were directed to handouts given at the special meetings and those items were addressed.

It was mentioned that the Mortimer Proctor Fund money may no longer be available due to others now requesting funds from it.

We were reminded that any other potential sites will need preliminary studies, cost estimates, architectural engineers, ledge research, and possible sites removal from tax rolls. Not an easy process. So many past opportunities passed up that selectboard jumped on the chance that the lab building was a solid possibility. Met the town needs, personnel would not have to relocate while renovations were being done.

General opinion from Town Committee is that people just needed more clarification, more complete information and this is why the survey might help committee out.

Discussion of Potential Sites: It was decided to postpone this part of the February 1, 2016 agenda till our March meeting. There just was not enough time left to dedicate to this topic.

Some members really want information about the current site and want to see it investigated further.

The suggestion was made for those people to volunteer to do just that. More discussion of this at the next meeting.

The next meeting of the Town Office Study Committee will be:

Monday, March 7, 2016

6 PM – 7:30 PM

Proctor Elementary School Teacher's Room

Next meeting will primarily be dedicated to other possible site locations.

Meeting adjourned at 7:35 PM