

Town of Proctor  
Town Office Study Committee  
Minutes – Draft  
March 7, 2016  
6:00 PM – 7:30 PM

**Board Member Present**

John Jozwiak

**Committee Members Present**

|                   |                  |
|-------------------|------------------|
| Joe Manning       | Jodi Jones       |
| Sue Feenick       | Ray Ault         |
| Carol Protivansky | Gerry Carrington |
| Paula Kearney     | John Zawistoski  |
| Dale Christie     | Louise Atwood    |

**Committee Members Absent**

Shannon Maass

**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 (March 7, 2016)**

Unanimously approved.

**Review Town Office Study Committee February 1, 2016 minutes and approval**

Minutes were adjusted as follows:

Wording on page 2 under Presentation of Interview with Town Manager and One selectboard member: Middle of page, sentence beginning with “This was a lengthy discussion..... should be followed by a sentence stating “More detail needs to be provided other than that given on handouts”.

Last sentence in the same section should be adjusted to state: General opinion from Town Committee is that people need more clarification, more complete information and this is why the survey might help committee out.

Minutes were approved with these changes.

**Review of Survey**

It was decided that review and discussion of the recent survey distributed town wide by this committee be postponed until our next meeting. It is a detailed process to gather and compile all the data on these surveys and Dale Christie, Sue Feenick, and Paula Kearney offered to put it all together in an easy to read format and share that data at the next meeting. They agreed to email results to committee members well before next meeting so each could read it over.

## **Discussion and Presentation of Potential Sites for a new Town Office**

John Zawistoski suggested we dedicate this meeting to just offering committee members thoughts of **potential sites** and putting them in categories for consideration. This is meant to be purely a brainstorming meeting noting that some of these suggestions may not be a feasible option but purely a thought at this particular time. These sites will then be researched and narrowed down into what is truly workable areas of interest.

It was agreed that this is a great way for us to begin the search process. Future meetings will be dedicated to information found out about sites and be presented to the committee for consideration. We agreed to consistently remind ourselves that these beginning ideas are just that....beginning ideas.

Categories:

### **Town Owned Building:**

- Existing Town Hall
- Town Garage -Reynolds St
- Not many town owned buildings available

### **Other Non-Town Owned Buildings:**

- Geology Building – North side of road on Main St.
- Proctor Supermarket and basement (former shooting range)
- Marble Exhibit Building

### **Town Owned Land:**

- North end of Main St Park - parcel 29-0046 Town Common
- Rt 3 Loop Street lot
- Potential “gift” land OMYA parcel 60 – entrance off from North St
- Mead Family Property just over Marble Bridge
- Land - entrance to Riverside Cemetery – Who owns that?
- Beaver pond – West Side of Florence Rd headed north
- Parcel 47 – behind Proctor High School
- Williams Street – Sand pit area

### **Land Not Owned by Town:**

- GMP – Mead Property
- NE corner of Main and North Street – West Side of Geology Building
- OMYA owned property down North Street where basketball courts used to be
- Property on Florence Rd owned by OMYA
- Luckachina property on West Street
- Property West side of geology building

### **Rentals:**

- Marble Museum Building: 52 Main St. Former Carl Schilling Offices

Current houses for sale in town: committee member presented list of available properties for sale

Committee agreed that any land considered will also mean a new building for a town office. It was also decided that any discussion about requirements for town halls such as square footage, handicap access, etc. be put off till sites were narrowed down to more serious possibilities.

It was also discussed how any purchase of land or buildings by the town affects the town's grand list by removing these properties from tax roles. These will be further discussions and sites are narrowed down.

**Other Discussion If Needed:**

Ray Ault offered to take the committee up to the new Mendon Town Hall for a tour. Committee was offered this as an opportunity to see what Mendon was able to construct and hear about the process they used to achieve this. This will be an opportunity to hear the pros and cons of reaching a new town hall goal. Ray will get the date set and email committee members. March 16, 2016 will be the date he will check out first.

Jodi Jones handed out information on a meeting she had with NBF architect Ed Clark concerning renovation of the existing Town Hall in Proctor. She was anxious to present the information but the meeting was well over our agreed time limit so this presentation will be put on the agenda for next meeting.

The committee agreed to meet at the Marble Company building for our next meeting (April 4, 2016) to take a quick tour of the facility offered for lease. They agreed to meet at 5:30 for that tour and begin the regular committee meeting there at 6pm. This early meeting time will be coordinated by Ray Ault, Carol Protivansky with Linda Doty. The above times will stand unless Linda needs changes. An email to committee members will be sent only if changes are made to the above date and time.

Next meeting: Monday, April 4, 2016  
Marble Museum Building  
5:30 for tour  
Regular meeting 6pm – 7:30pm