

Town of Proctor
Town Office Study Committee
Minutes – Draft
October 3, 2016

Board Members Present – John Jozwiak, Joe Manning (also a committee member)

Committee Members Present:

Carol Protivansky	John Zawistoski	Gerry Carrington
Ray Ault	Joe Manning	Paula Kearney
Dale Christie		

Committee Members Absent:

Louise Atwood Shannon Maass

Call to Order: 6:10 pm Location changed to Town Hall due to Elementary school locked

Agenda for minutes of this meeting Approved

Minutes for September 13, 2016 meeting: Approved with the following correction
North End of Main St Park. Should have read that the lot is town owned.

Also, the last paragraph under North End of Main St. Park should read This property could be considered for a new build if the condition above was released by OMYA. This correction due to the fact that previous wording indicated the lot was owned by OMYA but it is town property with some deed restrictions.

Also a clarification under Parcel 60: 3rd sentence: Registered with the state and recorded in Proctor and would need to be addressed. End of paragraph should include: Contamination would have to be cleared by OMYA if land is gifted or just acquired for Town of Proctor purpose before being considered for a building site.

Input from Proctor Selectboard: No additional input at this time

Deed from John Zawistoski: Deed – North End of Park – already discussed at last meeting

Some discussion about deed restrictions from Marble Co. to OMYA to Town of Proctor about area needing to stay a park unless OMYA releases these conditions from deed

Restrictions also from the Redfield Proctor family per conditions of use for existing Town Hall. Any changes for use would need to be signed off by entire family or possibly through Probate court.

Finalize Potential Sites: Much discussion took place:

Existing town hall must meet ADA standards including an elevator, no “bandaid” approach just because many want this to remain
Must meet all federal/state requirements for public use

All sites need to include engineers, architects, surveyors, to mention a few
Need to know reasonable square foot for each site
Need to determine square footage costs for both renovation/new build
Need to configure parking requirements

Some sites would be shared parking. How does responsibility for maintenance be decided?
Need to stay within any budget decided on
Up to selectboard to use funds available and make arrangements to meet with engineers, architects, surveyors
Should OMYA be willing to meet about lot 60 – would they absorb costs involved to subdivide this lot.

Committee felt any final recommendations for sites would be decided on after the Selectboard consulted with all the professionals mentioned above.

Discussion took place about any of these final few sites being removed from consideration. The lab building (39 Main St) and possibly North East corner Main St/North St were suggested.

Final list being considered include:

- Existing Town Hall
- Parcel 60 (new build) subdivided into smaller southern parcel (contamination removed by OMYA) gift/purchase
- North End Main St. Park
- 52 Main St. Marble Exhibit short/long term lease

Final thoughts needed:

- Square footage needed for building/parking
- Cost per sq. foot to build/renovate
- Cost factors to be determined by above mentioned professionals
- Land purchase cost vs. gifted
- Contamination issue

Discussion referred back to minutes of December 4, 2015 explaining the Town Office Study Committee responsibility to find solution to Town Office needs. Read that:

- Selectboard should look into legalities, engineering, architectural issues.
- Look into specific costs for committee options
- Narrow down to their choices to be considered
- Decide if a committee needs to continue with above acquired information

Ray Ault made a motion:

That the committee prepare a recommendation to the Select Board with three alternative Town Office solutions listed in no particular order:

1. Renovation of the existing town office bldg to meet current codes and ADA compliance;
2. Long term lease of office space at 52 Main Street;
3. Build a new office building on one of two sites provided set-backs, parking and soils contamination issues can be dealt with to the Town's satisfaction:
 - a) the north end of Main Street Park; or
 - b) A portion of the southern end of Town Map Parcel #60.

Alternatives 2 and 3 above assume total finished office space of under 3,000 sq. ft., and as close to 2,600 as possible. The costs to analyze all of the above alternatives, including legal, engineering and architectural expenses are left to the Select Board to assess.

Motion Approved

Ray Ault will draft a letter to selectboard addressing the Town Hall Committee's suggestions of possible locations for a new town hall.

This will be presented and discussed/approved at our next meeting

Next meeting Oct 11, 2016, 6pm, Proctor Elementary School

Agenda: only to discuss/approve informational letter to present to the Proctor Board of Selectmen.