

Proctor Town Office Committee
Special Meeting Minutes
February 21,2017
6:00 – 7:25 p.m.

Committee Members:

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

Guests:

Ed Clark - NBF

I.Call to Order

The meeting was called to order by Selectman Bill Champine.

II.Review and Approve Agenda

Consensus to accept agenda as written.

III.Committee Organization

- Jodi Jones made the motion to elect John Jozwaik as Chairman. The motion was seconded by John Zawistoski, unanimously approved.
- John Zawistoski made the motion to elect Paula Kearny as Vice -Chair. The motion as seconded by Jodi Jones, unanimously approved.

- John Zawistoski made the motion to elect Lisa Miser as Recorder. The motion was seconded by Jodi Jones, unanimously approved.
- A regular meeting schedule was not adopted. Special meeting will be held in March, Ed Clark will contact John Jozwaik when he is ready to precede.
- Designate Notice Posting Locations – All meeting agendas will be posted at the Town Office, Post Office and Proctor Free Library.
- Designate Newspaper of Record – The Rutland Herald will be the newspaper of record.

IV. Committee Operating Policies and Procedures

The Proctor Town Office Committee will operate under the policies and procedures adopted by the Selectboard for all Standing Committees.

The function/purpose of the Proctor Town Office Committee is to present a comprehensive proposal to the Proctor community and oversee the renovations of the current Town Office.

V. NBF Preliminary Design Concepts & Cost Estimates – Ed Clark

Ed Clark provided an overview of the four schemes for this project; Scheme 1 & 2 did not feel right for the scale of the building, Scheme 3 included a ramp that was 185 feet long, Scheme 4 includes a lift for access and appears to be the best fit for the building.

Consensus of the committee is Scheme 4 is the best option for the project, it is also the lowest cost of all four options provided.

Scheme 4 includes a lift, re working the stairs, an outside covered ramp, removing ledge downstairs, a 14x12 vault, renovating building to outside wall. The primary work will

be on the first floor, with the second floor receiving a face-lift.

Ed Clark will include the front wall in this proposal.

VI. Project Financing

Ed Clark provided Town Manager Stan Wilbur will possible grant options. It was also suggested that Ed Bove of RRPC be contacted for grant options for this project.

VII. Action Items/Responsible Persons

Bill Champine and John Jozwaik will request the funding list from Town Manager Stan Wilbur.

Ed Clark will contact John Jozwiak when he receives the cost estimates for ledge removal and electrical upgrades.

Next step, prepare for a community presentation (April), with drawing, cost estimates, grant funding options and seek feedback from community members.

VIII. Adjourn

The meeting was adjourned at 7:25 p.m.