

Town of Proctor  
Town Office Study Committee  
Minutes – Draft  
July 18, 2016

**Board members present:** John Jozwiak                      Joe Manning (also a committee member)

**Committee members present:** John Zawistoski      Carol Protivansky  
   Lousie Atwood      Joe Manning  
   Paula Kearney      Ray Ault  
   Dale Christy

**Committee members absent:** Gerry Carrington      Shannon Maass

**I    Call to order:** 6 PM

**II   Agenda from Town Office Study Committee – June 6, 2016 - Approved**

**III Minutes from Town Office Study Committee meeting June 6, 2016 – Approved**  
**with wording changed on page two sentence just above Next meeting: Sentence should**  
**read: *Discuss need to hold a special UPDATE meeting for the town before proceeding with***  
***mini groups and possible expenditures.***

**IV   Skipped to V to vote to eliminate current list of homes for sale. Voted to eliminate list.**

**V   Confirmation of narrowed down list of possible locations for new Proctor Town Hall.**

List was presented but discussion took place as to why the OMYA lab building (one voted down previously) was not on that list. It was suggested that the College of St Joseph may no longer be interested in maintaining ownership of that building which might lead to all sorts of possibilities worth checking out.

Although some voiced concern that renovating that space was voted down by a very large margin, that some of that negative reaction stemmed from too little information in such a short time, lack of due diligence in investigating needs and expenses, and the fact that it was a condo type arrangement contributed to that negative vote.

Perhaps now, if the building were to be sold, it might be quite discounted, gifted back, and that might lead to the town owning a historical building in town. All sorts of comments were offered, positive and negative but a vote was taken to at least include it on the committee's list of possibilities in an effort to do it's "due diligence" in researching all possibilities.

A vote took place and passed with one dissent.

Information was given to the committee via an email by Dennis Carroll, Environmental Health & Safety Manager for Omya, that Parcel 60 (land area to south of OMYA geology building

continuing behind building down North St. to former basketball court, may contain

**hazardous material and the state has recorded that in Proctor Town records.**

**It was still suggested we keep that parcel on the list for further investigation. This also may make the lot eligible for funding to address that.**

**It was decided that the lot would be considered only if cleared of contamination by current owner or not deemed hazardous for a new Town Hall build.**

**One member wondered what Frank Beyette's plans were for the land he was clearing at the top of North St. but with a vote of 3 in favor, 4 against asking him that. Felt it would not meet the town needs.**

**Sites on committee's list:**

<b>Current Town Hall</b>	<b>52 Main St. (Marble Co.) lease</b>
<b>North End of Main St Park (new build)-property town owned</b>	
<b>NE corner of Main St. and North St. (new build) property not</b>	
<b>by town</b>	
<b>Lot 60 (new build) property not owned by town</b>	

**VI Discussion of how to proceed with presenting this information to the selectboard:**

**Need a list of pro's and con's for each site.**

**Need a list from Town employees as to their needs.**

**Committee member mentioned speaking with Castleton Town manager and this helped them a great deal in their new build.**

**With the above list the committee felt this would be an optimal list that could then be utilized, or even narrowed down, to face the reality of costs, square footage, parking needs, building size. This would all allow us to compare/modify existing town hall and new build.**

**John Zawistoski offered to send an email to Stan Wilbur, Town Manager, seeking a list from town employees. He would ask if this list might be made available by our next meeting on Aug. 2, 2016. This was discussed in depth with 2 selectboard members present: John Jozwiak and Joe Manning**

**VII Vote was taken to attach the results of our Town Office survey to these minutes. All voted in favor.**

**Next meeting August 2, 2016 6pm Site to be determined shortly.**

**Meeting was adjourned at 7:15**

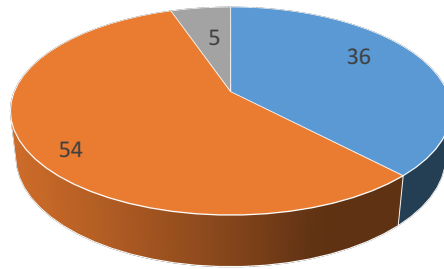
# Town Office Survey Results Report

Data collected in February-March 2016

## **Committee Members:**

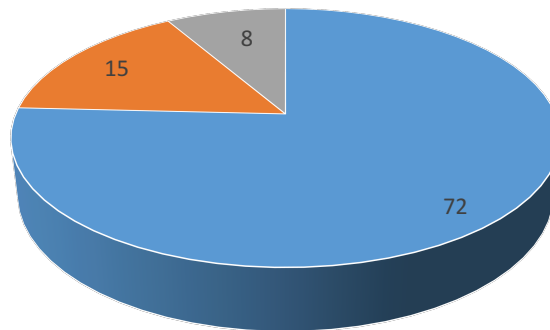
John Zawistoski  
Carol Protivansky  
Gerry Carrington  
Dale Christie  
Pauline Kearney  
Susan Feenick  
Lousie Atwood  
Joe Manning  
Jodi Jones  
Shannon Maass  
Ray Ault

Do you feel the current facility is adequate for town business, and its employees?



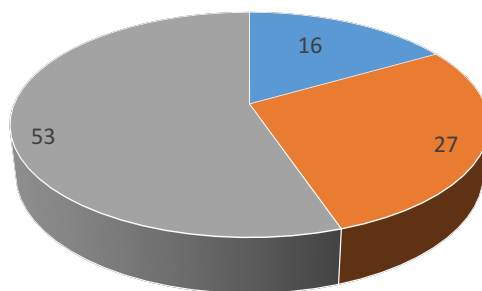
■ Yes ■ No ■ Unsure

Do you feel something should be done about the current location?



■ Yes ■ No ■ Unsure

How important do you feel it is to preserve the history of the current location?



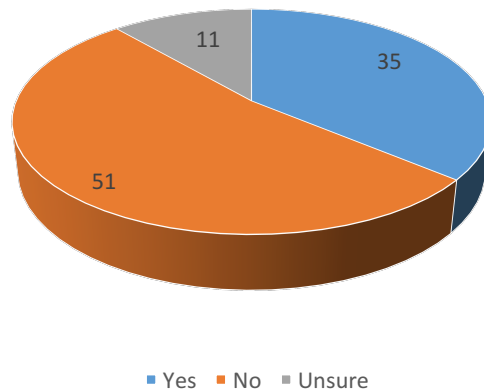
■ Unimportant ■ Mildly Important ■ Strongly Important

## Comments related to the current location?

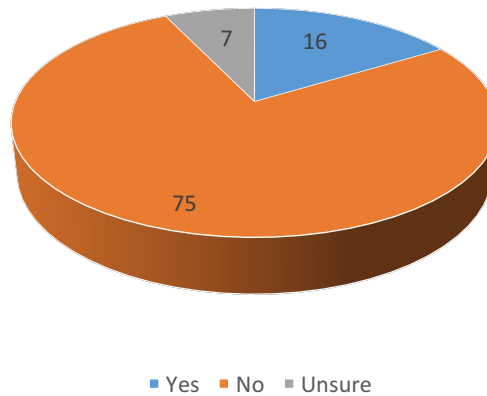
- Our town can not afford another bond! Town employees should not be voicing negative comments publically. They knew what the town office was like when they accepted the job. They are paid extremely well and receive unbelievable benefits for the amount of work they do. A former employee used to ask for more work just to keep her busy.
- Convenient location, aesthetically compatible with town, with some renovations could be very adequate concerning size of community.
- Would like to see the current building be revamped and used as the town office.
- Not suitable for town office. But it could be repurposed for Historical Society archives
- Makes a great historical society home
- The heart of the town should be kept alive
- I would like to see the office moved back upstairs where it was when I and my father grew up here. That would mean a good reliable elevator and restored stone stairs outside.
- Unhappy employees should find new jobs
- Needs an addition or to be turned into a Proctor Historical Society building instead
- More room is needed for the workers in the office
- Move to a new location. Hold this building with long term plan to renovate for town use, rental, etc
- Even with upgrade, the present location is too small - move!
- Renovate as really needed
- Should be for information and historical preservation for historical society
- Small, looks very crowded - nothing the town can be proud of
- Very discouraging place to work
- Location OK - Research and find ways to upgrade existing building
- Centrally located, sized appropriately for the # of staff there, parking adequate, in lot and on street.
- You got the vote already. No! Means no!
- It would be nice to preserve the history of the current location but not necessarily keeping it town hall. Seems to difficult to update to meet modern use & laws
- Renovate existing space
- What history? Explain
- I feel the current location in its present condition is inadequate
- My opinion: you could gut / rehab the current building for a lot less than a new building. Redesign the interior and keep the unique, historical building.
- In current location, records are in jeopardy, employee work space is dark, dingy and unsanitary. Proctor should be ashamed to have such an office.
- It is the hub of the town and should be stay that way.
- The town clerk's office is a beautiful building but lacks the space and needs updating. Needs an updated vault, needs an elevator, parking bigger space for para-legals lawyers. They share the same table for Fed-ex-UPS-state books as it does for anyone working from the vault. Can get very crowded.
- Current location needs a lot of work to make it accessible. Front steps are pulling away, cellar is terrible. Going to be expensive if donated to historical society maybe they could get historic grants to preserve the building.
- Hello! The center of town... Its beautiful... leave it alone!
- If you have been in that building recently #1 is an obvious NO. #2 question it should be fixed but not for town offices. #3 speaks for itself. It is vital that building be saved but for a different use.

- Add on to current location on the main level enclose porch on front and add addition including lower level on North Side. You can have handicapped entrance on this side making use of the sidewalk that goes up between former bank and town office building. You just spent money on new roof on existing building.
- Move offices upstairs, redo inside
- I feel we need a better location that is larger and more efficient as well as handicap accessible.
- Beautiful historic building, it would be a shame to have it vacant
- I feel the existing space could be renovated to resolve the conditions that are concerning
- Proctor Historical Society home! Current facility is an embarrassment to Proctor residents. Current location should be the new headquarters of the Proctor Historical Society.
- It's not the best or the most modern but serves its purpose. At this time of tight finances & Proctor's high tax rate it is not the time to take on unnecessary expense. Especially w/ the water problems that Proctor still has. I have no confidence in a town office project being done on budget or correctly.
- The place is an antique and is not suitable for our town employees
- Am unfamiliar with history of current facility but it is always important to preserve history of town facilities
- It's too small and inadequate to store records and room for employees
- Historical sentiment would not offset the cost of renovations
- Keep costs low. Best to keep current location.
- Unfit working conditions
- We wonder can the upstairs be used instead? Are there other locations the town has not investigated?
- Would be nice (if possible) to keep present location and update so working conditions w/ be pleasant and healthy for staff. At moment it is not and not sure it is feasible in order to meet all the requirements they w/ have to address.
- This is not a new topic!! Please see #9. How many years have we been talking about this? Yes its time to do something, the building is shabby & ineffective.
- It does look dingy. It looks cluttered.
- I voted for moving the town clerk's office to the OMYA building next door. I am okay keeping it where it is if it can be renovated at a reasonable cost. I would not support building a new building unless it can be done at a lower cost than renovating the existing building.
- It is small and parking is limited

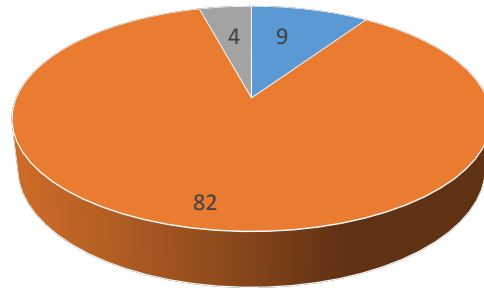
Would you support a location in which the Town Office would be at a location of which the town was a co-owner?



Would you support a location in which the Town Office was in a location NOT owned by the town?



Would you support a location that is not within the town of Proctor?



■ Yes ■ No ■ Unsure

Comments included from question above:

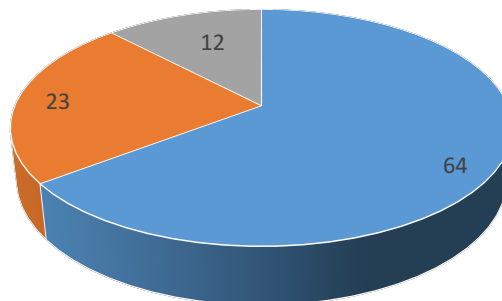
T&T Building

Only to buy T&T

Within a mile or two of Proctor like old dump & John Deere

Depends upon how far away it is

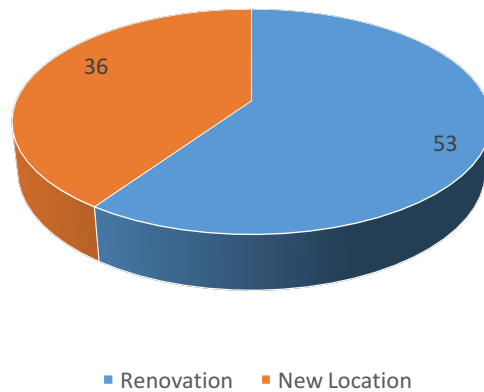
Would you consider renovation of the current Town Office if it was fully explored as an alternative?



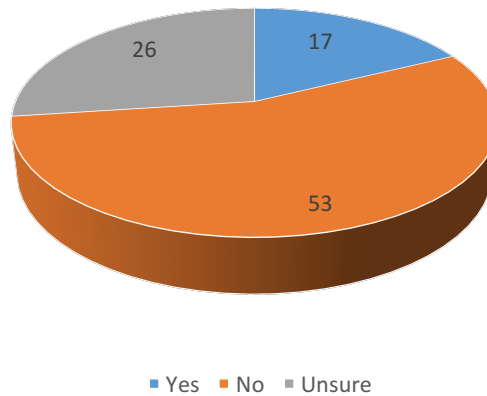
■ Yes ■ No ■ Unsure



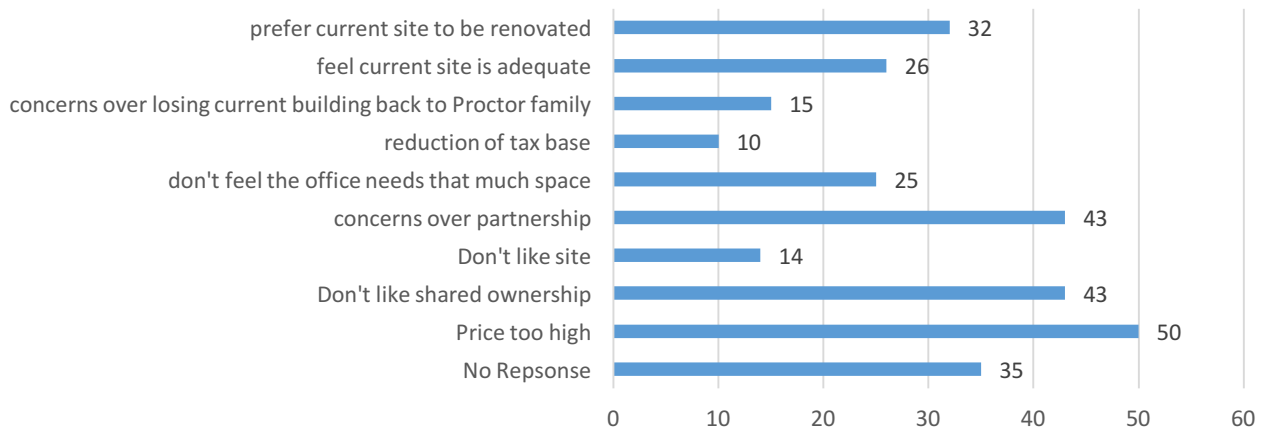
Do you prefer a renovation (possibly over a number of years), or moving the Town Office to a new location?



Do you feel the town should build a new facility with complete town ownership?

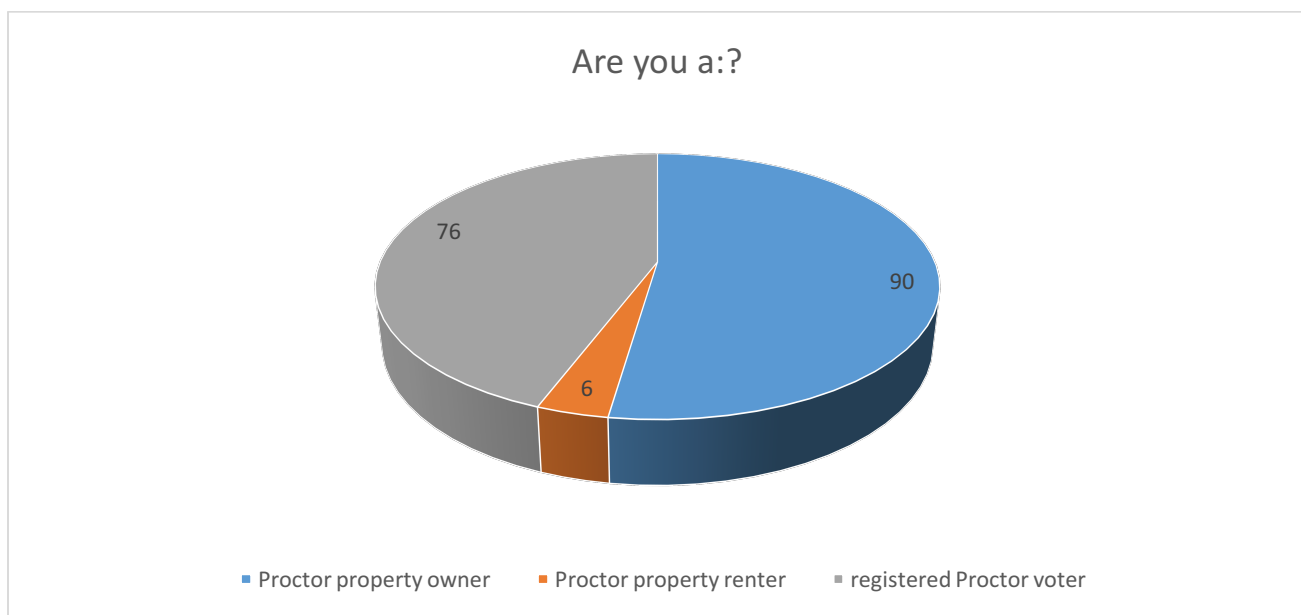


If you voted NO for the recent bond regarding the Town Office, why did you do so?



“Other” reasons for question #7 of the “Future Considerations” section:

- Saying all that, I know this is a hard fix. Definitely keep in town. Good luck
- Taxes continue to rise! We are currently looking at paying for new heating systems for schools, bond water and other increases.
- Voted Yes for Bond
- I feel sharing space with CSJ showed good faith
- not a necessary expense - taxes too high now + water issues should be a priority
- Didn't vote, but agree w/ the results about the recent bond proposal
- keep it here!!!
- My vote is my business
- Select board tried to bully this project through. They haven't managed a project under budget or deadline in 10 years!
- Renovation was not explored enough.
- Do not feel enough research was done, and the decision was rushed
- Select board did not do adequate due diligences
- prefer owned or rented situation - not condominium or shared space



## Comments related to a future change to the current Town Office

- Build a new fire station and renovate current fire station as the town clerk's office.
- With the college of st joseph's coming to the downtown it is important to try to attract business to the downtown. Thus, the town clerk's office should continue to be located downtown as part of an effort to make the area more relevant.
- I do not support a town hall not within our township. I do not support renting, that puts us at the mercy of a landlord and no contract. A condo like situation is acceptable as we retain control of our space. We must pay upkeep ongoing and sharing that upkeep maybe worth exploring.
- I believe we already commised and paid for an evaluation and quote to use the current location. Where is that and why are we not looking for an updated current review of this?
- I would like to see other options explored, and will be more involved in town/community business.
- The decision to move or renovate needs to be completed within the next 2 years.
- Renovate current location
- Like I said its too small of space to be adequate for a work place.
- Again, always nice to preserve history, but must also realize growth/space requirements are inevitable.
- The current site is out of date in a basement with no light. Don't build if there a safe good space available in town that we own at least partially. Cost is a huge issue
- See #4 and#8. No time to spend \$ on unnecessary renovation/moving, etc
- Current results of Rutland County Town voting trends indicate that "historical significance" of a town building is far less importance than appearance and parking ability; the are many prime interest. The presently vacant T&T tractor building would be an ideal Proctor Town Office. We encourage you to seriously look into it.
- I think renovation to the existing building would be best. Thank you.
- I would be in favor of a space that the town didn't own as long as there was a long term (100 yrs or more) lease.
- You recently replaced roof on current building. The front of current buckling could be added to along with more suitable entrance by extending building to north, dig out that ledge and make use of the entire lot. Our taxes are high enough. People are leaving Proctor. Way too many houses for sale in town. Many retirees
- Get out of there before a complaint is filed with state or feds. The town office should be a place the town can be proud of.
- Keep the same office. Quit your belly-aching!!! You have obviously never worked for a private employer!!K.I.S.S. Keep it simple stupid
- Definitely feel we should be in ownership role. Both options (recent bond and town owned new facility) should be explored and evaluated on financial basis. If a new building is selected it should be built in the downtown area and should maintain the character of the other buildings in the area. It is going to cost money either way. A new structure is moving the town forward not backwards. Like the water issue something need to be done in order to maintain and improve our town. Also we should be able to use Mortimer Proctor Funds and grants to help finance this project to reduce taxpayers burden.
- I do feel something needs to be done for our offices but the dollar amount discussed for part/partial ownership in an uncertain endeavor was not acceptable in my opinion.
- With the elevator, the staircase and vault, you have not added storage, or additional work space for anyone that uses the vault. Simply not enough room.
- Expansion to the present building.

- People are too quick to tear down perfectly good buildings when with a little imagination and thought they could be upgraded. Newer isn't always better.
- I believe the current town office should become the historical society. I believe it is very important to preserve the history of Proctor.
- How about purchasing one of numerous houses for sale in Proctor and turning into office space?
- Renovation seems massive and many hidden costs. I think renting a possible location would prevent yet more property being removed from tax roll. Then repair current town office at least to maintain its history.
- Fix up the building we have now! Stop stupid spending. Use your heads! The town people aren't made of money! No! Means No! (what part of that vote, don't you understand?)
- Castleton had town offices in mobile office space and that worked fine. No reason the town office needs to be anything more than offices and file storage. Move to electronic forms and reduce paper and paper pushers.
- Select Board must be fiscal responsible. Research problems or work on solutions. Build consensus. Don't spend money if town does not have it and please be civil to one and all!!!
- Move to lab building to keep in center of town due to old office even if renovated would still be too small.
- On going informational meetings would be appreciated throughout the process before final vote/decision is made. Thank you to this committee for the time/efforts. You are giving to study necessary action that needs to be taken with regards to our town hall.
- Knowing what grants/amounts are available, prior to any vote so loan amount is known, would be very helpful. "No" votes won because everyone got "info brochure" in mail. Many didn't get full story because they didn't attend meetings and open house.
- Renovation of current or other building or new building all cost dependent without being penny wise to be pound foolish. A smart decision is not necessarily the cheapest decision. Thank you committee for your efforts!
- Let's help our folks who work in the town offices and improve their working conditions
- I believe I heard that if current building is not used for town functionality, it would revert ownership to the Proctors (family). If so, isn't it cheaper to renovate existing? I also like the historical respect of keeping existing... but would support whatever the town feels is best.
- I think the town office should be in one of our existing historical buildings.
- Primary considerations should be: 1) Best functionality for town offices and staff to meet and perform their duties. 2) Good access and ease of entry and departure for citizens and taxpayers
- Should be as close as possible to town center. Should be energy efficient. Should respect Proctor heritage.
- I think the current building can be renovated and will be fine to use. Move office upstairs.
- In this day and age with the technology available less space is necessary and we need to consider fewer people working at the town office considering the population of our town.