

Saturday January 26, 2012

John Phillips called the meeting to order at 10:05 AM. He started the meeting by giving a brief history of the project and how we gave the design team of Naylor Breen. He also explained that at the start of the project, Naylor Breen had been told that the design had fit the town and cost less than \$1,000,000.00.

He then talked about the need for the new building. The current Town Hall is not big enough to meet the current needs of the town and is not efficient both in terms of foot print and energy efficiency.

Kathy Malzac then spoke about the growth of the Russell Library. The Board of Trustees has been tracking the number of users, number of cards issued, and computer use since 2007 and have seen a 10% increase each year. She also spoke about the myth that Library use is declining in general and said that statistics are showing that although the services offered may be changing library use in general is growing.

The current library at 600sf is too small to meet the needs of the 700 regular users and does not allow very much in the way of programs.

Peter Sutherland (President of the Library Board) added that the town spends \$8.64 per person per year.

Rob Naylor and Ralph Nimtz of Naylor Breen discussed the design. This building is designed to be energy efficient with a ducted hot air heating system. The exterior of the building will be painted with trim; the interior will be painted dry wall with a suspended acoustical tile ceiling. Heating and air conditioning will be provided through ceiling duct work with 2 heating units /2 AC units in a two zones.

They also talked about the floor plan which has the central common area with a large meeting room (49 person capacity), rest rooms, janitor's closet and coat room. Both the Library and the Town Administrative offices could access the meeting room through a door which could be locked allowing use of the common space during hours that the Town Offices or Library are closed.

The meeting was then opened to questions and answers.

1. The first question asked about attic space and wondered if there will be storage in the attic?

No, the attic will be used for mechanical space only.

2. Asked about the parking lot and wanted to know how man parking spaces are planned?

There will be 20 in the lot on the north side of the building and an overflow space of 10 in the church parking lot.

3. Follow up question / suggestion on the size of the parking lot asking if any projections had been done on additional parking needs has the building is used and was it worth the cost of increasing the size of the parking lot.

Additional parking can be discussed as the project is developed.

4. Asked why there is no basement and what is the build cost?

The decision to eliminate the basement was cost driven to meet the budget specified by the town.

The build cost is approximately \$188.00/sf.

5. The next question asked if the million dollar budget included a contingency section. And requested a history of the previous two budgets.

Yes – a figure between 7 and 8 percent.

The first project designed as town hall space only had a budget of \$1.5 million. The budget for the second project which included the library in two stories was \$1.7 million.

6. Asked if the bathrooms are handicapped accessible.

Yes, everything in the building is designed to meet ADA requirements and commercial building codes.

Follow up suggestion that one of the bathrooms might be moved to the other side of the entrance so it could be used by children use one to clean up after projects.

7. Several questions centered on the large meeting room:

Is it dividable? The room will be built to allow for the installation of a divider at a later date.

Can this space be used for overflow from the library – could there be a table(s) so someone could sit and use WIFI? Yes

What is the capacity of the room? How large a meeting could be held?

The room is designed to hold 49 people (50 or more increases code requirements and costs). The room will be used for select board and Planning/Development Review Board meetings as well small community meetings. The annual town meeting will still be held at the school and the firehouse meeting space can be used (if available) for groups too large for the town hall but too small for the school.

8. The next series of questions centered on the building and the site.

Does the cost include the septic system? Yes

Will the vault be reused?

Current plan is to keep the current vault in place and use it to store old documents that we are legally required to keep but are seldom accessed and to install a new vault in the new offices. This will double our storage capacity and meet upcoming needs.

Is there enough room and insulation between the town clerk's work space and the lawyers and paralegals doing title searches or other users of town records?

Yes, the standup desk/work table and the work stations offer enough room for everyone to work and to keep everyone and everything in sight.

What are the operational costs for the building and does the building qualify for any energy efficiency rebates? How does this figure compare to the current operational costs of the current town hall and library?

We do not have information about the proposed or current operational costs available today; however we will make sure that they are available. However this is a very energy efficient shell (so efficient that fresh air will have to be brought into the building. Depending on what is available at the time this building will qualify for Energy Vermont rebates and other grants or credits.

What about the soft costs? Are they figured into this budget?

No. Some furniture and equipment from both buildings will be reused /repurposed. The library has some money saved that can be used to help the library fit up. Other needs may come from the general fund or other grants.

Would it make sense to spend more now by installing radiant heat knowing that it will cut operational costs in the future?

Possibly, we have not considered this option.

Does the budget include a clerk of the works?

No, but we will have one. The cost of the clerk will be paid by the town if it cannot be covered by the bond.

9. Is there any remaining liability on the lot?

No, that debt retires this year.

10. What will happen with the existing town hall and library buildings? Could the Historical Society use the space?

The Library could be sold or rented. In the best of all scenarios the post office could move into this space.

The town hall building will be used during the construction period. After the town offices have moved we hope to be able to lease the building at a cost that will cover the building upkeep. The Historical Society could potentially use the space but does not have the budget. There is no definite plan in place and ultimately the Select Board will decide.

11. In case of emergency how will the Fire Department access the building? Will the overhead mechanical area be large enough for a firefighter in full turn out gear?

A final decision has not been made but the use of a lock box outside the building makes the most sense. This area will be reached by a commercial pull down stair. We will make sure that this access point will be strong enough and large enough to handle an emergency situation.

There was a general discussion about this building anchoring a newly defined village district. The town has received a \$15,000.00 grant from the Addison County Transportation Advisory Committee (the TAC). This grant will look at the entire Monkton Ridge area in a human scale and will answer questions about a sidewalk, traffic calming and suggest a location for a more official park and ride.

We also talked a little about the grant process and the availability of grants. While grants are harder to obtain and usually smaller than in past years they are still available and will be applied for if we meet the criteria. We cannot forecast the amount of grant money that might be received since we need to have an approved project to start the application process. Any grants received will be used to reduce the amount of the bond.

At the conclusion of the meeting, we agreed to hold a follow up meeting before Town Meeting Day. At this meeting we will provide information on:

Comparative operating costs for the three buildings

Ways that a fund raising piece could be included

Estimate of soft costs

Possible ways to expand the size of the parking lot.

The next public meeting will be held on February 23, 2013 at 10 AM. This meeting will be held At the Monkton Fire Station on State Prison Hollow Road.