

Monkton Municipal Building Committee Meeting
Monkton Town Hall
Minutes
August 23, 2017

The meeting was called to order between 7 and 710

Those present were: Stephen Pilcher, Melanie Cote, Ian Smiley, Eric Bown, Heather Bessette, Peter Straube, Peter Norris, Deborah Rickner and guest Bill Finger to speak at the beginning of the meeting.

Call to order: 7:00 PM	The meeting was called to order between 7 and 710 PM
Bill Finger – New Lincoln Town Hall	<p>Bill Finger told the Monkton Municipal Building Committee about the process that eventually resulted in a new town office for Lincoln. Bill Finger described a process that had several phases. From an early public meeting on building a new town office there was an agreement that they would “keep it simple.”</p> <p>In consultation with town residents who offered their professional expertise the building committee in Lincoln decided on an initial plan and expected cost for a new town building for Lincoln. They put that plan out to for bid and none of the firms returned bids that were at or below their planned for cost. The committee decided on a different approach to getting a plan for a new town office and for putting the work out to bid. Eventually that led to a completely new building as the Lincoln town office with 2100 ft2 for a cost that was less that \$500,000. Bill Finger answered questions from the Monkton Municipal Building Committee and the building committee thanked him for his time.</p>
Elect Officers	<p>S Pilcher directed the attention of the committee to the business of electing officers for the committee.</p> <ul style="list-style-type: none">● A vote was taken to elect S Pilcher as chair of the committee and all agreed● A vote was taken to elect P Straube as vice chair of the committee and all agreed● A vote was taken to elect I Smiley as secretary and all agreed
Approve Minutes	S Pilcher inquired about approving minutes on the last meeting. It was found that minutes for last meeting were not taken, so none were approved.
Current Town Hall Report	<p>S Pilcher shared his report on the current town hall with the committee. The report included measurements of the exterior of the building, and of selected interior spaces.</p> <p>There was particular discussion of the needs for vault space and other storage in the current town hall.</p> <p>At the conclusion of the report it was agreed that a next step is to find out what may be needs for town offices in a new building.</p>

Appraisal of current town properties	<p>S Pilcher explained that an appraiser Bill Benton had said that his firm could provide assessments of current town hall and library for a fee of \$500.</p> <p>An appraisal will be useful to have if the town considers selling current town properties as part of a proposal for new town buildings.</p> <p>P Norris explained that “people wanted know” what the town would do with current town buildings when there was a bond proposal to construct a new town building in 2013.</p> <p>A vote was taken to approve expenditure of \$500 for appraisal of current town properties including the town hall and town library and all agreed.</p>
Ridge Site Report	<p>E Bowen reported on his visit to the town owned property that may be a site for a new town building.</p> <p>E Bowen explained that there is a slope away from the road which makes the site perfect for construction of a building that has walk-out basement, with southern and western exposure for that basement.</p> <p>D Richter spoke about the beauty of the site and her sense that the town could make some income occasionally renting out the building and site for public events.</p> <p>There was a discussion about viability and permissibility of town renting out the building and site, and D Richter agreed to gather and send around information on other towns that follow that practice with some of their properties.</p>
Current Library Report	<p>M Cote reported on the mission of the town library, and measured areas in different parts of the library. M Cote explained how expanded spaces for some of those areas as part of a new town building could allow the library to better meet its mission.</p> <p>P Straube requested that M Cote format a subsequent revision of that report to show hoped for increased space in a new building opposite to space available in the current town library.</p>
Bid Process	<p>E Bowen and P Norris spoke to the bid process that may play out for a new town building in Monkton.</p> <p>They explained there are a few ways that process can look including</p> <ul style="list-style-type: none"> ● Town interface with architect ● Design / Build option <p>And there was discussion of the process that Lincoln used in building their new town office.</p> <p>There was agreement that the committee will return to the question of the bid process to use for a new town building for Monkton.</p>
Survey Questions	<p>P Straube presented the survey that he had created.</p> <p>There was discussion of how to get the survey out to the voting public in Monkton: on the website, over Facebook, by mailing, on FrontPorchForum, out at specific town locations.</p> <p>S Pilcher intends to ask the planning commission about their recent experience with surveys to the town.</p> <p>P Norris said there should be preface of “why” to the survey, explaining the need for a new building.</p> <p>S Pilcher will look in the old proposals for explanations that were offered previously.</p>

Time / Date of next meeting	The time and date of the next meeting was discussed. The date and time agreed to is September 27th at 7 PM.
Adjournment	A motion was made to adjourn the meeting, seconded, and all agree.
