

MONKTON MUNICIPAL BUILDING COMMITTEE MEETING
MONKTON TOWN HALL
AGENDA

DATE: Wednesday November 29, 2017

- **CALL TO ORDER: 7:07 PM**
- **ATTENDANCE:** Stephen Pilcher, Ian Smiley, Eric Bown, Deborah Mager-Rickner, Melanie Cote, Heather Bessette, and Peter Straube

Regular Business

- Approve minutes
E Bown made the motion to approve the minutes as is
P Straube seconded the motion
The motion was approved with all in favor

• **NEW BUSINESS:**

- Grant possibility
While at the Vermont Development Conference P Straube learned about a grant possibility which may be of help in paying for construction of a new municipal building for Monkton. I Smiley agreed to follow up with Karen Lynch, who provided the information on this grant, for further details on the application process.

S Pilcher shared information on resources offered through Efficiency Vermont which may be of assistance in paying for some costs relating to constructing a new municipal building.
H Bessette agreed to follow up on this

• **OLD BUSINESS:**

- APPRAISAL OF CURRENT TOWN PROPERTIES
S Pilcher began discussion of appraisal of town buildings. The appraisal for the town hall is \$51,300. The appraisal for the Russell Memorial Library is \$65,000.
- REVIEW ONLINE AND PAPER SURVEY DECIDE ON TIMING AND PROCESS
D Mager-Rickner had recommendations on layout.
Change beginning phrase of the whole thing to "Let your voice be heard."
Then "we need your voice to make a choice." The committee discussed revising the layout of the part made up of the actual survey questions, like a line border around the questions, and a title for the question part.
E Bown on question 1, provide information on proposals 1, 2 and 3 of previous years.

In response, the committee discussed creating a document which provides a summary of past proposals and host that on the committee page on the monktonvt.com website. Melanie agreed to do this.
E Bown recommended including \$ values, and the results of the votes, and contents of the prior proposals.
D Mager-Rickner, make question 1 last?
E Bown, wanted to omit question 4. There was back and forth discussion.
D Mager-Rickner suggested that the survey not include examples with question.
E Bown, we should simplify question 4.
Melanie (cut out parenthetical examples in question 4 perhaps)
E Bown, do something with the address side, to make that part of the survey mailed to households more attractive.
Question 2 D Mager-Rickner, eliminate “without knowing all the details.”

In discussion of further process on revision of the survey, S Pilcher volunteered to do next edits, send them around, and D Mager-Rickner will work on layout and graphics.

S Pilcher, town clerk will print these out.

Not sure of cost yet, send to 750 households,

P Straube recommended heavier weight paper to print the survey, still brilliant white.

The committee reviewed the survey “To Do” document created by Melanie
Ready to print on Dec 4th (edits all done)
FPF announcement, “it’s coming to your house”, Melanie will generate this, the day we fold?

Folding/Labeling party, Wednesday the 6th, at the town hall.

S Pilcher, discussion of budget proposal to the select board for further work by this committee.

The committee closed the evening with discussions about next steps for the committee after gathering survey responses, specifically, how to approach the design and bid process of planning for a new municipal building.

Option 1, choose and work with architect, is expensive at the beginning, and then put construction to bid separately

Option 2, Design build, you decide what you want first (including budget), and put that to bid (this can be hard to get because the design build firms have more up-front costs.)

- **OTHER BUSINESS:**

- DETERMINE TIME/DATE OF NEXT MEETING
January 31st, 2018, at 7pm

- **ADJOURNMENT**

I Smiley make motion to adjourn

E Bown seconded motion
Motion passed unanimously.