

**Meeting Minutes 7/24/19**  
**Monkton Municipal Building Committee**

*In attendance: Chelsea, Deb, Will, Heather, Peter, Steve, Chris, Leah*

Meeting called to order by Deputy Chair Chelsea at 7:10, following an off-the-record discussion of poison parsnip control strategies.

- The Committee briefly reviewed key takeaways from Strawberry Festival conversations.
- Chris and Leah provided an update of their progress so far and presented an updated Preliminary Project Schedule and revised Schematic Budget, which is now approximately \$1.7 million using our initial square footage estimates. This version was built using a 5% Contingency figure. Will suggested that it would be prudent to start with the typical 10% Contingency figure and hope we can reduce that later. That would increase the project budget by another \$70k.
- First Community Outreach Presentation session will be scheduled for late September. The intent of the kick-off meeting is to lay the groundwork for ongoing community discussion, build momentum and get initial feedback to help shape the schematic design as the process moves forward. Presentation will include initial estimates of square footage, cost per square foot, total project budget and property tax impact per \$100k of value, to give community members something to respond to. Agenda is expected to include a 20-minute presentation with visuals, followed by an open discussion and collection of index card feedback. Discussed the importance of communicating “how we’re doing things differently this time around” (*see Addendum below*).
- Next status update to the public (Front Porch Forum, Addie Indie, Committee Facebook page, etc.) to be communicated in late August after the contract with Bellwether has been executed (next Selectboard meeting August 12). This will also be an opportunity to publicize the first Community Outreach meeting.
- Upcoming opportunities for public engagement: Monkton Community Day on August 24th, Mud Bog in early September.
- Library Board is engaged in a feasibility study to determine whether they will pursue a capital campaign for a new library
- Discussed value of including library board members in design process, to ensure coordination of space needs and budget

- Discussed re-framing project as “a new community center that will house town offices and library” (rather than vice-versa), to invite a broader vision and generate excitement
- Discussed possibilities of project fundraising via naming opportunities for spaces, walls, bricks or pavers, etc.
- Chris & Leah will add estimates of potential revenue sources to offset project costs, including sale of current buildings and community grants
- Steve will round up data on the Church well study and market value appraisals for current town hall and library
- Chelsea will create and share a Google doc or form for committee members to recommend names of Monkton Influencers so we can begin to cultivate them.
- Discussed possibility of sending personal invitations to upcoming Community Outreach events for people who have asked to be kept informed of our progress. Many of these could be potential “influencers”, as well.

Meeting adjourned at 8:42 by unanimous consent.

Next Committee Meeting will be Thursday, August 29th at 7:00 p.m.

Respectfully submitted,  
 Peter Straube  
 Deputy Recording Secretary

**Addendum:**

**Draft notes regarding “How we’re doing things differently this time around”.  
 Additional suggestions welcome.**

- ❖ Engaging the community during the design process to help us develop the best solutions
- ❖ Using an architect and construction manager instead of a design-build firm
- ❖ Encouraging bids from local subcontractors and tradespeople to perform the construction work
- ❖ Intention to sell existing buildings to help offset the cost of new construction
- ❖ Pursuing community grants and exploring fundraising initiatives