

Huntington Town 2013 Buildings & Grounds Ad-Hoc Committee

Members: 3-5 Community Members
1-2 Selectboard Members
Town Administrator (Member/recorder)

Authority: Advisory to the Selectboard
Duration: 9-15 months
Start Date: Spring 2013

Resources: Road Foreman (public works)
Town Treasurer
Town Committees

Goals

Phase One: Town Owned Buildings – Completion Date: November 1, 2013

- a. Evaluate, with special focus on exterior/structural repairs and interior mechanical systems, Town owned buildings including the Sand Shed, Salt Shed, Town Garage, Fire Station, Town Office, Town Hall, Old Fire Station and Library/Union Meeting House
 - i. Provide analysis with associated financial costs for: safety issues, regular maintenance, and special considerations, modifications, renovations and/or upgrades (including energy efficiency and utilization)
- b. Develop a prioritized building-specific essential maintenance plan
 - i. 5-year plan, including estimated costs, which can be used as the basis for on-going planning
 - ii. 6-20 year long-term plan, including estimated costs, for the Capital Projects Plan
 1. Investigate considerations, alternative strategies and recommendations for addressing issues such as potential income to off-set expenses, ownership and other factors (location, parking, water, septic, etc.)

Phase Two: Town Owned Land – Completion Date: June 30, 2014

- c. Evaluate, with special focus on maintenance and capacity, Town owned land including the Park & Ride, Recreation Field, Cemeteries, Lower Village Green and Town Forest
 - i. Provide analysis with associated financial costs for: safety issues, regular maintenance, and special considerations, modifications, renovations and upgrades
 1. Evaluate ability to meet current and 20-year anticipated community use
- d. Develop a prioritized grounds-specific essential maintenance plan
 - i. 5-year plan, including estimated costs, which can be used as the basis for on-going planning
 - ii. 6-20 year long-term plan, including estimated costs, for the Capital Projects Plan
 1. Investigate considerations, alternative strategies and recommendations for addressing issues such as potential income to off-set expenses, ownership and other factors (location, parking, water, septic, renewable energy, communications, etc.)

Process / Roles

The Buildings & Grounds Committee will:

- a) meet with department/committee stakeholders to research and develop the recommendations for the goals outlined above; and
- b) report findings, recommendations and proposed plans/proposals to the Selectboard.

The Selectboard will, upon receipt of the Committee's report:

- a) review the recommendations as set forth in the Committee's report;
- b) take formal action to accept/modify the recommendations;
- c) determine a specific action plan for the coming year; and
- d) in a joint review session with the Building & Grounds Committee, the evaluate this process as a model for addressing future and ongoing work

For more information, contact Selectboard Chair Jim Christiansen (434-6344) or Town Administrator Barbara Elliott (434-4779).