

2013 BUILDINGS & GROUNDS AD-HOC COMMITTEE

Monday, June 24, 2013 – 9:00am

Town Office Building – Lower Level

DRAFT Minutes

Agenda	<ul style="list-style-type: none"> • Public Comment • Organizational Meeting <ul style="list-style-type: none"> ○ Review of Selectboard Goals, Process & Roles ○ Committee Structure: Chair, membership, resources ○ Identification of Additional Resources Needed ○ Identification of Buildings & Stakeholders ○ Deliverables • Next Steps <ul style="list-style-type: none"> ○ Review Action Items ○ Set Next Meeting Time
Committee Members Present	Don Dresser, Ryan Elliott, Nancy Stoddard
Staff/Officials present	Barbara Elliott (Town Administrator)
Others present	n/a
Call to order	Committee Convened at 9:00am
Public Comment	n/a
Review Selectboard Goals, Process & Roles	<p>Selectboard provided a document that established</p> <ul style="list-style-type: none"> • Goals: <ul style="list-style-type: none"> ○ Evaluate and analyze Town owned buildings projected costs (including energy efficiency & utilization) ○ Develop prioritized, building-specific maintenance projected capital plan ○ Investigate considerations, alternative strategies and recommendations for addressing issues such as potential income to off-set expenses, ownership & other factors • Process: <ul style="list-style-type: none"> ○ Meet with department/committee stakeholders ○ Report findings, recommendations & proposed plans/proposals
Committee Structure	<ul style="list-style-type: none"> • Members – Selectboard appointed Don Dresser, Ryan Elliott & Nancy Stoddard to serve on the Committee. • Chair – By consensus of the members, N Stoddard will serve as Committee Chair. • Minutes/Agenda – By consensus of the members, although Barbara Elliott is not a committee member, she will attend meetings and assist with minutes & posting of agendas (including Front Porch Forum announcements) • Identification of additional potential resources – Committee identified additional skill sets that would be helpful: <ul style="list-style-type: none"> ○ Civil engineering (D Dresser will check with Rob Zimmerman) ○ Contractor (R Elliott will check with Fred Bisbee) ○ How neighboring Towns address buildings & towns—and what tools they may use (N Stoddard will check with Hinesburg; D Dresser will check with Richmond & Bolton) ○ Huntington building maintenance history (D Dresser will check with D Stoddard and look through previous Town Reports) ○ Huntington Historical & Community Trust—Terry Boyle
Identification of Buildings & Stakeholders	<ul style="list-style-type: none"> • Library / Union Meeting House – Ann Dannenberg (Director), Paula Kelley (Trustees Chair), Harvey Schugar (Trustee coordinating maintenance projects), Nat Grant (previously very active in building restoration) • Town Hall – Town Hall Committee –(Barbara Felitti, Chair; Linda Fickbohm, Terry Boyle, Mariah Riggs, Aaron Worthley) • Town Office—Heidi Racht, Dan Stoddard, Barbara Elliott • Fire Station—Tate Jeffrey

	<ul style="list-style-type: none"> • Town Garage Complex (Garage, Sand Shed, Salt Shed)—Yogi Alger • Recycling Shed—Heidi Racht, Chris Billis • Old Fire Station—Recreation Committee (Paul Stephens, Chair; Kevin Cunningham, Brett Lindemuth, Kevin O’Neal, Heidi Racht, Shirley Stephens (Gary Koval?)) • Special Notes <ul style="list-style-type: none"> ○ BPMS – while not part of the General Fund, the school building maintenance is paid for by the community and is a resource for the community ○ CCH – while separate from the Town, the church serves as our emergency shelter space and the annex is available free of charge for municipal events
Data Gathering	<ul style="list-style-type: none"> • Data Needed <ul style="list-style-type: none"> ○ Historical costs ○ Current & anticipated building usage ○ Anticipated operating & maintenance costs over time ○ Anticipated ‘improvements’ and estimated costs ○ Energy evaluation (current usage & recommendations for energy conservation & self-sufficiency) • Data Collection & Analysis Tool <ul style="list-style-type: none"> ○ Dan Stoddard uncovered a comprehensive (exhaustive) evaluation tool on the web that the Committee will streamline to use for Huntington. ○ R Elliott & N Stoddard will simplify/revise so that we have a consistent evaluation tool to use for building inventory/analysis
Deliverables	<ol style="list-style-type: none"> 1. Building Inventories (space inventory; current use/purpose; potential use/purpose) 2. Capital Plan for Buildings (operating costs, maintenance costs, special projects/expansion, etc.) 3. Facilities Processes (recommendations for ongoing capital planning process/maintenance,; decision making considerations for building related issues such as acquisition, maintenance, improvements, re-purposing, etc.)
NEXT MEETING Wednesday, July 24, 2013 9:00 am – 10:00 am Town Office, downstairs	<p><u>AGENDA</u></p> <ul style="list-style-type: none"> • Public Comment • Minutes: Approval of minutes from 06/24/13 • Outline of the Committee’s 3 ‘Ps’: Purpose, Process, Products – N Stoddard • Project Plan – N Stoddard • Review Action Items from 6/24 Meeting <ul style="list-style-type: none"> ○ Additional resources – D Dresser, R Elliott ○ Historical Perspective: review of previous expenses & projects – D Dresser ○ Other Towns – D Dresser, N Stoddard <ul style="list-style-type: none"> ○ Evaluation & Analysis Tool – R Elliott, N Stoddard
	<p>06/24/13 – Meeting date xx/xx/13 – Preliminary draft minutes to Committee Members & Clerk xx/xx/13 – Committee minutes approval xx/xx/13 – Approved minutes sent to Town Clerk</p>