

Received for record  
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Felitti  
Town Clerk

**Town Hall Committee Meeting Minutes** prepared by Barbara Felitti  
Thursday, Oct. 7<sup>th</sup> at 7:00 –9:30 pm – meeting held at the Town Office

Present: Aaron Worthley, Terry Boyle, Linda Fickbohm, Barbara Felitti, Mariah Riggs

**Summary of discussion:**

**1. Discussion with Cathleen Gent, Zoning Administrator**

A very informative discussion was held with Cathleen to discuss what zoning regulations may apply to activities at the Town Hall. Cathleen feels that up to three “awareness events” a year (similar to those which have been conducted) could be held but that before more than this we should submit a site plan review to the Planning Commission to address issues such as lighting, traffic, etc. Because there was not continuous use of the building, a municipal facility would still need a site plan review. There is some question about the “continuous occasional use” of the building and how this might affect application of regulations.

**Follow-up:**

- ⇒ Barbara will check to see if the Town Hall is identified in the Town Plan and if there are any goals related to it. If not, the committee should work to get this incorporated in the next Town plan.

**2. Preservation Trust of VT (PTVT) Retreat update (Terry)**

Terry provided an overview of the retreat and potential opportunities for fundraising – VT Housing and Conservation Board for feasibility funds, VT Community development program, VT Community Foundation, Arts Council. This led to a discussion about the core issues to address to go forward: septic, water and parking. It was agreed that securing feasibility funds to conduct a septic assessment would be the next step. The septic assessment needs to be specific and look at options for septic with the building in place including 1) use of composting toilets and tank which would be pumped, and 2) nearby locations for septic which would be pumped, and 3) tying into existing Town septic systems (school and municipal offices). The assessment needs to identify costs for installation of a system and annual maintenance.

**Follow-up:**

- ⇒ Mariah will research the VT Housing and Conservation Board as an option for funding the septic assessment
- ⇒ Terry will write up a list of potential funding sources that were identified at the retreat
- ⇒ Terry and Mariah will attend the grant workshop by the VT Community Affairs office on Nov. 10<sup>th</sup>.

**3. Engineering Ventures Assessment report discussion of report and contact with Ann Cousins/PTVT (Aaron and Barbara)**

The Engineering Ventures report detailed a structural assessment which complements earlier work by Tom Keefe. This information will be included in the long-term maintenance plan.

**Follow-up:**

- ⇒ Barbara will contact Ann Cousins about a time to meet to discuss the EV report and other fundraising options further.
- ⇒ Barbara will contact Chris Hill at EV with follow-up questions.

#### **4. Planning**

##### ***Addressing immediate needs (windows)***

There are several windows in danger of falling out and need repair before winter. We have an estimate from Eliot Lothrop for \$500/window to repair windows, + additional costs if sill work is needed. The committee agreed we should repair three windows now before winter, meet to cover/fix other windows (Terry will organize for Sat. 10/9) and finish repair of second floor windows in the spring. We will use the Town hall insurance fund to pay for repairs.

##### ***Follow-up:***

- ⇒ Barbara will follow-up with Ed Wildman and the Select Board about use of the Town Hall Insurance Fund.
- ⇒ Terry, Aaron and Mariah will meet on Saturday Oct. 9<sup>th</sup> to go through the building and cover windows.

##### ***Developing a long-term maintenance plan***

The committee reviewed a list of repair needs for the building based on the two assessments (EV and Tom Keefe). The Keefe report is from 2002 and so costs for these repairs need to be updated, and then a “phased” plan developed. Right now repairs are focusing preventative maintenance of the building to prevent damage that would result in more costly restoration. But a long-term plan is needed.

##### ***Follow-up:***

- ⇒ Aaron will review the costs and see if he can update them.
- ⇒ The maintenance plan is needed by November to be able to go to the Select Board for funding.

##### ***Other projects (e.g., chair repair)***

Discussed the chair inventory and agreed that recommendations made to research background information on the construction of the chairs and organize their repair should be done.

##### ***Follow-up:***

- ⇒ Barbara will contact Mark Smith to see if he is interested in leading or working on this. If not, a volunteer will be solicited through FPF and town postings.

#### **5. Event follow-up postings/thank-yous**

The Arts and Craft Exhibit and Pie Social were successful in bringing people into the building and we agreed that follow-up could be done for both together as a way to “wrap-up” work for the TH for the year.

##### ***Follow-up:***

- ⇒ Terry will provide information to Linda by Monday 10/11 about the pie social and Linda will post an announcement on FPF.

#### **6. Budget for Town Hall**

We discussed the draft budget. Barbara noted that it was kept at level funding based on the request of the Town Administrator. Several members requested that we increase the budget, e.g., to provide funds for conference attendance.

***Follow-up:***

- ⇒ Barbara will revise budget and re-circulate before submitting.

**7. Other items**

Mariah Riggs discussed opportunities for grants for restoring performance spaces, and is interested to work with the committee on this and other fundraising. She also has stage lights and a light board which can be donated to the Town Hall (worth about \$1500).

***Follow-up:***

- ⇒ Mariah will coordinate with Aaron about storing the lighting equipment in the Town Hall.
- ⇒ Mariah will provide contact name and address for the Barbara to write a thank you letter for the donated equipment.
- ⇒ Barbara and Mariah will work on developing a list of funding sources with types of activity funded, time periods for applications, funding limits etc.

Next meeting **Nov. 11<sup>th</sup>, 7:00 – 8:30** pm at the Town Office