

Town Hall Committee Agenda and Previous Meeting Minutes

Proposed Agenda for Thursday -11-10-16 Meeting at the Panton Town Hall

5:30 - 7 PM

1. Adopt Minutes from the 11-3-16 Meeting
2. Discuss Town Hall Master Plan components and assistance and timeline for Norman LeBoeuf's support of project development and cost estimates
3. Review priority items and possible grant applications
4. Review the need for a non-profit community trust and fundraising timeline for the cupola
5. Set next meeting date and plan for cupola "wrap".

Minutes from the November 3, 2016 Meeting

Present: John Viskup, Deb Hartenstein, Katie Werthmann, Norman LeBoeuf, David Raphael

The meeting began with a discussion of the overall needs of the town hall and then Norman LeBoeuf provided a timeline and an account of his work to date in support of the committee and town efforts for building renovation and cupola restoration, dating back to 2012-13 when Wendy Knight was on the selectboard and she and Ben Chamberlin were leading the town hall committee's efforts.

He outlined some of the work and designs on access improvements and the cupola and the committee discussed related issues:

- 1) His 2013 report which identified the fact that internal columns through the building was not needed to provide sufficient stabilization for the roof - that the structural stabilization could be conducted within the attic/roof structure itself.
- 2) Discussed the design of the ramp for the NE exit and how that exit wouldn't work for fire code exit separation. Issues include roof drainage, ramp footprint, the need to slightly shift the driveway to accommodate the ramp entry, and the need to have an accessible parking space proximate to the ramp entry.
- 3) Revisited the meeting with state Asst. Fire Marshall Dobiecki as to occupancy of approximately 75 seats and 40 standing room spaces for meetings.
- 4) That there was no legal requirement to upgrade accessibility elements immediately, but that given the fact that the town was working to bring these elements into compliance over time was sufficient demonstration of the intent to address these items over the long term.

The committee then discussed the revisions to HJ Leboeuf's proposed Scope of Work and associated cost and the agreement to forward it to the Selectboard for

approval so as to have the assistance necessary to develop a comprehensive master plan for the building and site. Katie Werthmann agreed to present the request at the next Selectboard meeting.

The committee then discussed all the considerations for the building, John's interest in developing a kitchen facility, the GMP weatherization piece (heat pump, insulation, sealing and window upgrades were identified as possible components of this) and where that stood, and the potential for the GMP tax revenues to be used for a complete restoration and renovation effort that would include the cupola as one component, rather than as a separate element. It was also agreed that the building renovations could continue along side of the cupola project, given that we have the grant in place and do not want to lose it.

The recent check for 15K from GMP as part of the MOU developed from the Panton Solar Project was also discussed and whether that could be applied to town hall projects. The notion of a town vote regarding overall support and funding for the town hall renovation effort was also discussed as a desirable approach to consider to move the effort forward in the near versus the long term.

Next Steps included:

- The agreement to expedite the work needing to be done and the scheduling of more regular meetings beginning with the next meeting on 11-10-16 at 5:30 PM at the Town Hall
- An approach to the master plan was discussed as well....creating a narrative as to the specific elements to be considered and construction projects and costs developed. It was considered important to identify the need(s) and outcomes desired, as well as a phasing plan for implementation.
- The Selectboard approving the revised Scope for HJ Leboeuf Meeting with Howard to garner his perspective and to identify the projects and estimates he has identified to date.
- Revisit the fund raising and structure for the cupola (DR has contacted the town's lawyer and the Preservation Trust)
- Preparation of the Master Plan. The Master Plan will include and address the following items that have been identified to date:
 1. Overall site plan and septic system to accommodate a kitchen facility
 2. Access Improvements to include new ramp, front entry, and accessible restroom for the upstairs meeting space
 3. Window replacements

4. Downstairs bathroom improvements
5. Weatherization and energy efficiency improvements/HVAC work
6. Long term kitchen facility
7. Code compliance and fire safety checklist
8. Electrical work and upgrades
9. Interior finishes/painting
10. Upstairs heating system
11. Carriage Barn and site improvements

Respectfully submitted;

David Raphael
Chair