

## **Minutes of the Municipal Building Committee**

Monday, March 9, 7pm Historical Society Room, Center School

Present were committee members Virginia Allis, Adelia Bardwell, Anita Husted, Judy Markland, Fred Orloski, and Darcy Tozier and Dan Denehy.

As vice-chairman, Fred chaired the meeting.

Virginia distributed a document titled "Town Clerk Space Needs" that Lynn Sibley had prepared. It outlines in detail the storage space requirements in the vault and in other storage for the town clerk, as well as office equipment needs. There are also ambulance billing record storage needs. Emergency Management supplies will be moved to the police station.

Dan reported that Mark believes that a 14' x 26' storage area would be appropriate for town documents. About half of this would be used currently, the remainder available for the future. There was some discussion about whether this estimate included just the documents in the Center School basement or also those stored in the closets at Town Hall.

Fred reported that the ZBA had not yet met to comment on special permits for town offices at the library building or a community center at town hall. As a ZBA member, he has personal concerns about private entities' use of town hall if it were to be a community center. The group noted that there is precedent for this at both town hall and the library.

Dan reported that Quonquont is a for-profit operation and its owners would likely not be pleased to have tax money used to set competitors' up in business.

Judy said that the Planning Board felt that there are no significant site plan issues if town offices were to be at the Regional Library building, except that lighting, access and handicapped accessible parking would likely need to be changed if there were a large meeting room in the stack area. If SCEMS were to be in the building, the Planning Board would likely require a separate driveway around the parking lot and a separate exit to the road.

There was a very preliminary discussion of the RFP for design and cost estimates for the MOPC options which Mark had distributed that afternoon. Virginia believes that the RFP should cover only town offices and not any other use of town hall too be consistent with MOPC's original charge. The rest of those present felt that the charge to MOPC had been broader and that the final recommendation clearly indicated that the first option included use of town hall as a community center and this should be evaluated as part of the RFP.

There was discussion whether the town's RFP should cover the costs of designing an area for SCEMS. The group feels strongly that this would be inappropriate without more commitment from the other towns that SCEMS would be located in the building and that Whately's expenditures would be reimbursed. Judy and Dan volunteered to visit with Mark to explain this to him, so he can relay our position to the Select Board.

The next meeting will be on either March 26<sup>th</sup> at 5pm or March 19<sup>th</sup> at 4:30pm at town hall to discuss the RFP wording with Mark.

Respectfully submitted,

Judy Markland

documents discussed at the meeting and on file:

“Town Clerk Space Needs”, undated.

“Town Office Consolidation Request for Proposals”, undated.