

Calais Town Hall Task Force

Location: **Calais Town Hall**

Wednesday, September 2, 2015 - 7:00pm

To do:

1. John will set a date to meet with Gretchen Alexander from DEC Watershed Management Division.
2. Curtis will continue to gather Public Gathering Places information
3. Scott will post link to the online survey on Town's website
4. Larry will post link to the online survey to Front Porch Forum
5. Larry and Gail will pick up surveys at Adamant Coop and Maple Corner Store
6. Jan will pick up surveys at East Calais Store and Town Clerk's Office
7. Lisa will enter survey data as needed
8. Lisa will draft language for FPF and Town website survey post
9. Lisa will provide a format for Past Investment in Town Hall and Past Uses of Town Hall
10. Cy and Scott will continue to gather information regarding past investment in Town Hall - focus on last 10 years.
11. Gail will continue to look into past uses and look for photos

1. Approve August 19th Meeting Minutes and review of August 19th "To do:" list.

Cy made a motion to approve the minutes, Curtis seconds the motion. Motion passes unanimously. All items on the August 19th "to do" list complete.

2. Update on FEHA and Floodplain Mapping

John spoke with Gretchen Alexander from the Department of Environmental Conservation Watershed Management Division. She is available for a site visit on Wednesday, Sept. 23, Thursday, Sept. 24 or Friday, Sept. 26th. Larry mentioned that the 23rd is the first Community Input Meeting. John will look for best time to meet with Gretchen and send out a notice to the group. John also reports that John Hammond, licenced surveyor from Calais has agreed to volunteer his time to help with the LOMA. There is no cost to complete the LOMA application. If the town had to hire an engineer, it would cost between \$3,000 and \$5,000. Rob Evens, of the State Floodplain Management Division advised that the town should be able to complete the LOMA on its own. Once submitted, it will most likely take FEMA 60 days to process the applicaiton.

3. Update on Public Gathering Places Inventory

Curtis is working on the Public Gathering Places Inventory. Lisa provided guidance on how to deal with the question regarding ADA Access. Since many buildings have some level of access, but may not meet the current federal or state standards, it is advised that the accessible features be described in the inventory. For example, wheelchair access to the first floor. Access to the second floor via a Limited Use Limited Application elevator, etc.

Gail is helping Curtis identify contact names for various sites. Curtis reports that most people appear supportive of the project and willing to share information

4. Survey - introduction to online version, discussion on data entry

The survey is at the Mailing Center for processing. Once the survey is mailed, Lisa will send a notice to the Task Force and ask that an announcement be sent out via Front Porch Forum asking people to either complete the survey and mail it back or complete it online. Lisa will draft language. Scott will post on Town's website, Larry will post on Front Porch Forum.

5. Community Input Meetings - format and goals

The goal of the meetings is to share information about the Task Forces' work to date and to gather input from people about how they see the Town Hall serving the community in the future. Lisa suggested that we have large sheets of post it paper available for people to answer the question "I want to see.....at the Town Hall." Lisa will facilitate the meetings. One of the task force members will be prepared to talk a bit about why the Task Force was formed and what work has been done to date. Scott and Curtis will work on developing a FAQ list to share with people: why a Task Force, what is being done, how will it be paid for, etc.

6. Information on past work and investment in Town Hall

Cy and Scott have been looking through old Town Reports to determine what has been done on the Town Hall over the years and how much the Town has invested. Lisa suggested that it would be good to have a scope and dollar amounts for the past 10 years that can be communicated in a table format, but also additional information about major events and repairs to use in a short narrative. Lisa will provide a format for capturing this information.

7. Past Uses of Town Hall - information gathering

Gail is looking into past uses. The discussion revealed that in addition to Town Meeting and the Ladies Home Mission, the Hall has been used for regional meetings of the Washington Electric Coop, during Fall Foliage Weekend and has recently been booked for the Plainfield Health Center Retreat. For the final report, it would be good to list all uses, including dates for things like Fall Foliage and one time events. The hope is that understanding how the building has been used in the past may inspire future use.

8. Other business?

The next meeting is scheduled for Wednesday, Sept. 16th at 7pm.