

## Special Town Hall Committee Meeting Minutes - Unapproved

Tuesday, December 19, 2017 – Calais Town Offices

Attendees: Clif Emmons (Selectboard Member), Denise Wheeler (Selectboard Chair), John McCullough (Zoning Administrator), Jonathan Williams, David Schutz, Scott Bassage, Donna Fitch

Denise Wheeler called the meeting to order at 8:06 A.M.

Public Comment: None.

Organization of the Committee: Scott Bassa moved, and David Schutz seconded, to nominate Denise Wheeler as Chair of the committee. The Board unanimously approved the motion. There was discussion about other positions. Denise Wheeler moved, and Donna Fitch seconded, to nominate Scott Bassage as Vice-Chair of the committee. The Board unanimously approved the motion.

Discussion of Next Steps - Calais Town Hall Project: There was discussion establishing the uses of the town hall. The *Calais Town Hall Survey* document was discussed. What can be accomplished in the next construction season was considered. The most recent Historical Society's meeting and their ongoing efforts were discussed. The preservation of artifacts/historical documents and the Town Hall's potential use to this end was reviewed. The committee decided to accommodate a minimum of three or four filing cabinets for the purpose of preserving archival materials. The use of the Town Hall as an exhibition/gallery space was discussed. Donna Fitch will communicate this decision to Gail Graham.

An analogy was made, comparing the cost of restoring the Town Hall to the purchase of a \$250k excavator. Costs for the restoration of the Town Hall, and sources for various monies were reviewed at length. John McCullough provided a cost/phase analysis and there was discussion. Septic costs were discussed. At this point in time there are no requirements to install a sprinkler system in the Town Hall. Occupancy levels and plumbing fixtures were discussed. Legislation currently being considered by the Vermont Legislature which addresses gender neutral bathrooms was discussed, as it pertains to the number of plumbing fixtures and bathrooms required of the Town Hall when it is renovated. Ways to support this legislation, including speaking with Calais' representatives and the Vermont League of Cities and Towns was discussed. ADA compliant entrances and stairwells, and the accessibility of the structure in general, were reviewed. Parking issues, culverts, and flood height requirements were discussed. The committee discussed the challenges inherent in moving the building.

Review of Assignments, Upcoming Meetings: Next steps were considered. The committee emphasized the importance of obtaining prices for the requisite electrical work. The height of the road in relation to the structure, both in the past and the present, was discussed. The importance of separating items/expenses by what can be funded by grants, and what cannot be, was stressed by the committee. Compensation for John McCullough, and the utility of the "hyper-local" approach to this project, was discussed. Lisa Ryan's expected work on behalf of the town in obtaining grants was discussed. Members of the Town Hall Committee will speak with Lisa, and she will be invited to an upcoming Town Hall Committee meeting.

The next Town Hall Committee meeting was tentatively scheduled for Wednesday, December 27, 2017 at 8 A.M. wherein the Committee may draft a proposal that can be submitted to the town and the Selectboard, so long as John Brabant is able to attend.

The meeting was adjourned at 9:00 A.M.

Respectfully submitted,

Jonathan Williams, Selectboard Administrator