

Wheelock Facilities Taskforce

March 12, 2020

6:30 PM-8:20 PM

Attending: Ryan Hanrahan (Chair), Enid Ellis, Kim Crady-Smith, Shane Lanphear, Eileen Boland (notes)

History: The meeting opened with attendees sharing histories of working on committees to address Wheelock facilities' needs, their impressions of the outcomes, and what may have influenced their lack of success. In addition to voter concern about the cost; attendance at related information meetings was low. Committees formed to consider Town Hall needs, but no comparable committees considered other facility needs such as the garage (largely individuals making proposals). There seems to be poor understanding of how grants work and the need to pass bonds before applying for grants is possible.

Agreement that "facilities" should address the full range of needs for the town, which includes all the activities and services related to the Town Hall, garage, fire, the structure on land above the Town Hall, and the transfer station. All recent plans should be reviewed as a starting point rather than soliciting new architectural proposals. Solar power should be considered with any project.

Focus of the meeting was on the DOJ Settlement Agreement proposal (1/31/20) regarding ADA access in the Town Hall and the immediate need for a plan, vote, and implementation to address it. Plans/proposals should probably be broken up into stages addressing the immediate needs first (DOJ) with a solid plan for addressing the remaining needs over 5 years (such as the town garage).

Consensus that the Town Hall needs restoration and preservation, which could include an attached addition to address what the Town Hall does not provide. It may mean abandoning any plans to make the basement accessible as the cost is prohibitive (elevator ~ \$90K) and the results will probably be less than satisfactory (moisture/mold issues). Bring the clerk's office, vault, ADA bathrooms, kitchen, and listers space on one accessible level with year-round handicap van parking and ramp access.

Consensus that the **town garage needs to be replaced** and moved to a site that is not environmentally sensitive. Assessment is needed of the actual functions of our garage. Storage of fire equipment is good (all under cover), but one of the two engines stored in South Wheelock station should be housed separately in Wheelock village. **A garage structure that is *integrated* with the Town Hall creates problems (code) for both and is to be avoided.** It could, however, be part of a facilities "campus".

Selectboard meeting of 3/9 decided to engage attorney Bill Davies to help draft response to DOJ.

Information Needs: Scanned materials regarding the DOJ Settlement Agreement and the recent proposals that were part of the Charrette competition (Town Hall and town garage).

Next Steps:

Taskforce to meet on Sunday, March 29, 1:00 pm for a "field trip" review of facilities.

Taskforce to meet Selectboard at the Mon. April 13 (6 pm) meeting to get additional information.

Ryan will review materials and records at Town Hall, email scanned materials to the Taskforce, contact town clerk regarding March 29 meeting at Town Hall and April 13 selectboard meeting.

AGENDA

**Wheelock Facilities Task Force Meeting
6:00pm 5/21/2020**

1. Greetings – Introductions

2. Discuss Latest DOJ Agreement

- Timeline set forth in the agreement
- Which items have / have not been addressed and why
- What do we need to do to get some of the open and more simple items completed?

3. Discuss Current State and Usage of Facilities

- Town Hall and surrounding structures (gazebo, benches, property)
- Town Garage
- South Wheelock Fire Station
- Transfer Station

4. Plan for Town Hall

- Review where past proposals have succeeded and failed? Do the costs outweigh the benefits?
- Alternate ideas for what a new Town Office may be (utilizing existing infrastructure)

5. Plan for Town Garage

- Can we utilize existing infrastructure in a cost-effective manner in order to get us past the Town Hall issues (i.e. – repair what is existing and move Road Foreman’s desk into the Town Hall Basement)
- Care and upkeep of existing facility and apparatus

6. (If time permits) Transfer Station and South Wheelock Department

- Discuss maintenance budget for these facilities

7. (If time permits) Start laying the framework of a 10-year facilities plan

8. (If time permits) Discuss what sub-groups within the task force may look like

9. Adjourn and set next meeting time/deadlines

Facilities Task Force Meeting

6/16/2020 – 7pm

Agenda

1. Greetings – Introductions

2. Discuss Latest DOJ Agreement

- Timeline set forth in the agreement
- Which items have / have not been addressed and why
- What do we need to do to get some of the open and more simple items completed?

3. Discuss Current State and Usage of Facilities

- Town Hall and surrounding structures (gazebo, benches, property)
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8. (If time permits) Discuss what sub-groups within the task force may look like

Our Tasks

- ◆ Create a viable and actionable plan for the present and future of the town facilities that is reasonable, fiscally responsible, realistic and addresses all current issues in a timely manner.
- ◆ Plan(s) need to be 100% transparent and need to be able to pass a town vote the first time around (September) . We cannot propose a plan based on hypothetical based around financing and current structural unknowns.
- ◆ This is not necessarily about what we want to see individually, it is what would be best for current and future residents of Wheelock. How can we set this town up for success? What would be the best path while not creating a greater tax burden on current residents? How can we broaden our tax base in order to afford more municipal projects ?
- ◆ What are the actual needs (not wants) of this town?

PROSPECTIVE REMEDIAL ACTION

16. In consideration of the Town's need to receive voter approval for large projects and spending, the Parties agree that the Town will take the following steps to secure approval for the necessary improvements:

- a. By December 31, 2021, the Town Selectboard will create a proposal regarding Town Hall accessibility ("Town Hall Accessibility Proposal") and will share the same with the Department of Justice.
- b. By Town Meeting Day, March 2022, the Town will hold a vote wherein residents vote on whether to approve the Town Hall Accessibility Proposal.
- c. If the Town voters approve the Town Hall Accessibility Proposal, in April 2022, the Town will contract with relevant professionals to create construction bid documents by August 2022.
- d. If the Town voters have approved the Town Hall Accessibility Proposal, and the construction bid documents have been received by July 2022, the Selectboard will prepare to fulfill the legal requirements to bring a bond proposal to the voters for the purpose of borrowing funds to pay for the project, subject to reductions from grant funding. This will entail meeting the noticing requirements and holding a public hearing.

If the Town voters approve the Town Hall Accessibility Proposal bond vote in September 2022, and if the bond vote passes, the Town will put the construction project out to bid and begin construction no later than July 2023.

17. The Town Hall Accessibility Proposal will enable the Town to achieve the following:

- a. The Town will ensure that all public programs, services, and activities operating at the Town Hall are accessible to people with disabilities. See 28 C.F.R. § 35.149.
- b. The Town will ensure that the path of travel from the accessible parking area to the accessible entrance includes a firm and stable slip-resistant surface. See 2010 Standards §§ 502.4, 302.
- c. The Town will ensure that the path of travel to the restrooms is accessible and free of obstruction. See 2010 Standards §§ 213.1 and 402.1.
- d. The Town will ensure that restroom entrances and features are compliant with Standards. See 2010 Standards §§ 213 and 603.
- e. The Town will install directional signs including the International Symbol of Accessibility to indicate the location of the nearest accessible toilet room. See 2010 Standards §§ 216.8, 703.5, and 703.7.2.1.

DOJ Agreement

- ◇ Punch List Items Completed
- ◇ Punch List Items To Do
- ◇ What do we need to do to get some of the attainable items completed? (Are there funds set aside? Do we need to obtain funding? Hire a contractor?)

Current State/Condition of Existing Facilities



Town Hall

- ◆ Usage – Town Clerk Office Hours, Select Board Meetings, Warned Meetings, Town Meeting Day, Church Group

Town Hall

- ◆ Aside from ADA Compliance issues, many aesthetic and structural items need to be addressed
 - Rot on trim/fascia boards (potentially structural rot)
 - Water penetration at multiple locations (stairs, windows, improper sealing of holes) – Potential Mold Hazards(?)
 - Exterior Paint / Clapboard replacement
 - Front Stairs – pitched towards the building and likely cause of some of the water issues in basement

The Longer these items go untouched, the more costly a POTENTIAL renovation becomes

Town Garage

- ◆ Cleanliness and organization are big problems (old oil/chemicals laying around, construction items lay where they land, garbage, tire chains dropped and driven over)
- ◆ The shell (metal siding and roofing) is past useful life, framing still appears to be in good shape
- ◆ Concrete pad for over half of the facility. The only dirt floor is where the heaviest items are stored (grader and loader)
- ◆ Need to address fuel tank inside of building
- ◆ How many Employees Currently ? How much time is spent in the facility? Can maintenance be outsourced ?

Plan For Town Hall

- ◇ Previous Proposals (What was good what was bad?)
- ◇ Can a Town of 700 residents Support a \$1million+ project to renovate Town Hall?

Grants

- ◇ <https://www.rd.usda.gov/programs-services/community-facilities-direct-loan-grant-program>
- ◇ Grants are not guaranteed – Roughly only 21% of applications are successful.
- ◇ Majority of grants given in FY2020 were for ReConnect program, disaster relief and wastewater projects.

Grants

Eligibility: USDA provides grants to assist in the development of essential community facilities in rural areas and towns with populations up to 20,000. Grants are available to public entities such as municipalities, counties, and special-purpose districts, as well as nonprofit corporations and tribal governments. Loans are also available to public entities such as municipalities, counties, and special-purpose districts, as well as to nonprofit corporations and tribal governments.

Amount of Funding: Amount varies. Grants are authorized on a graduated scale. Applicants located in small communities with low populations and low incomes will receive a higher percentage of grants. \$5,000,000 is set aside for projects that address the opioid epidemic in rural communities. Nonprofit organizations and federally recognized tribes can apply through the usual Community Facilities grant application process for grants up to \$150,000 for innovative projects. Community Facilities grants may fund up to 75% of an eligible project.

Adaptive Reuse

- ◆ Adaptive reuse refers to the process of reusing an existing building for a purpose other than which it was originally built or designed for. It is also known as recycling and conversion. Adaptive reuse is an effective strategy for optimizing the operational and commercial performance of built assets.
- ◆ Typically supported through private sector investments or private grants
- ◆ Creates an economic driver for the town, grows the local tax base, builds and/or revitalizes a community and is a sustainable practice.
- ◆ Local funding available through

<https://ptvermont.org/help/grants/northeast-heritage-economy-program/>

<http://www.nbrc.gov/content/economic-infrastructure-development-investments>

<https://www.aarp.org/livable-communities/community-challenge/>

Adaptive Reuse Examples



Detroit's new boutique Foundation Hotel was converted from the old Detroit Fire Department Headquarters. | Photo by Michelle & Chris Gerard



Bristol Brewing Co. of Colorado Springs is located in a renovated former elementary school south of downtown Colorado Springs, part of the \$5 million Ivywild School project. (Eric Gorski, The Denver Post)

- ◆ Foundation Hotel in Detroit, Michigan was an old firehouse
- ◆ The Steamplant Event Center in Durango, Colorado was an old Edison Electric Co. facility
- ◆ Bristo Brewing Co in Colorado Springs was an old elementary school

STEAMPLANT EVENT CENTER



This steam power plant was built in Salida, Colorado, by Salida Edison Electric Light Co. The oldest part of the current building dates to 1887 and Salida's first public lights were illuminated on 7 Dec 1887, just five years after Thomas Alva Edison installed the Pearl Street power plant in New York City.

The Salida steam plant was operated only intermittently starting around 1931, reacquired in 1948, placed on standby in 1958, and retired in 1983, after which the structure was used for storage. In 1987, the building was purchased for \$25,000 by Salida Enterprise for Economic Development, which then donated the property to the city. In 1989, the facility was converted into a theater venue known as the Steam Plant Theater and, in 1999, the outdoor Sculpture Garden opened on the grounds. The SteamPlant is now considered both a performing arts venue and a conference center.

Local Examples of Adaptive Reuse

- ◆ Schilling Beer Co. in Littleton
- ◆ Used to be an old mill
- ◆ Has expanded to include a cannery and tasting room next door (another re-purposed building)
- ◆ Part of the Riverwalk Revitalization Project
- ◆ Littleton was also a recipient of the Main Street Revitalization Grant in 2014



Local Examples of Adaptive Reuse

- ◇ Do North Coworking and Mosaic in Lyndonville
- ◇ Funding from multiple sources (NVDA)
- ◇ Prior to COVID plans were in the works to expand this project further due to exceeding membership goals
- ◇ Coworking space has been an incubator for local start-ups and ideas on how to build the community.
- ◇ Funding was through Grants and non-tax public/private investment



Alternate Ideas

- ◇ Build a new town office (only) on the existing pad to the south of Town Hall
 - Pros – Cost effective, already has septic and water, can tailor facility to ADA guidelines
 - Cons – Would need to hold Town Meeting elsewhere and vote by Australian Ballot (Miller's Run)
- ◇ Utilize and renovate building owned by town on Sutton Road
 - Pros – Structure and well are in place, it is a town owned property, similar footprint to Town Hall, everything is accessible and at ground level
 - Cons – Needs new septic system, needs clean-up, assessment needs to be done on structure
- ◇ Burrington Property
 - Pros – It is the only all-encompassing property (Town Hall and Garage would be addressed) , Reasonable cost, Town already voted to move forward on it
 - Cons – Another property for town to purchase, would likely need to upgrade to ADA compliance, flooding issues?
- ◇ Consolidate with Sheffield - Case studies show varying results. Most successful was Princeton, NJ <https://why.org/articles/princeton-borough-and-princeton-township-combine-to-become-princeton/>

Town Garage

- ◆ Proposal: Given that the Town Hall project will be expensive, extensive, and a lot for the town to “digest” the following one might propose would be as follows:
 - Assess the structure of the existing garage
 - Use portion of existing Town Garage Replacement Fund (\$60,000) to replace roof and siding , repair any rotten wood, assess floor drain and plant a low-maintenance rain garden between garage and Miller’s Run to catch pollutants
 - Get Fuel Tanks out of facility and do a deep clean / organization

Temporary Office(s)



- ◇ A three office trailer with restroom facilities is \$400/month to rent (Meadow Leasing – Littleton)
- ◇ One-Time Costs Include: \$115 delivery fee, \$200 Block/Level Fee, \$115 Pick-up Fee
- ◇ Steps - \$25/month
- ◇ Ramps - not available
- ◇ Unknowns – Hook-ups (electrical / wastewater)

What Does a 10-year Plan Look Like?

- ◇ Define projects and goals
- ◇ Rank projects (Town Hall / Office is the top priority)
- ◇ Determine Budgets for each project
- ◇ Set-up maintenance funds for each project
- ◇ Set dates / timelines for each

Closing

Wheelock Facilities Taskforce
Zoom Meeting
May 21, 2020
6:00 PM-7:35 PM

Attending: Ryan Hanrahan (Chair), Enid Ellis, Bill Ellis, Hèlène Milas (poor connection, audio only), Eileen Boland (note taker).

Not Attending (need to determine continued interest): Steve Amos, Jason DiGiulio, Kris DiGiulio, John Fairchild, Tyler Harter, Robyn Jarvie, Shane Lanphear, Peter Martin, Nick Potter, Russ Poulin, Kim Crady-Smith, Barbara McCarty, Emily Purdy, Suzanne Tanner.

To Do: Ryan and Eileen split the taskforce participant list and will make phone calls to participants regarding their continued level of involvement. Ryan confirmed Walker Hartt is no longer a member.

Greeting/Introductions: Start time 6:07 pm., unable to make a clear audio/video connection with Hèlène. The only respondents to the meeting notice/survey were Enid and Eileen. Various taskforce technology options were discussed for meetings and sharing documents. Enid and Eileen were able to download Ryan's zip file of documents on the Firefox platform, but it was slow, and the 7-day shelf life is not optimum. Google Docs/Drive and PDrive were suggested, as well as the WCI website.

To Do: Ryan to explore and recommend how best to store and share taskforce documents.

Department of Justice (DoJ) Agreement Regarding Town Hall ADA Deficiencies: Discussed the timeline outlined in the agreement; construction by July 2023 and steps needed leading up to that date. Unclear about the "written report" needed by August 15, 2020 as outlined in section 18 of the agreement.

To Do: Ryan to consult with Selectboard regarding all the agreement dates and what information would be needed from the Taskforce at each step to help address them. Also confirm what information the Selectboard has provided to the DoJ for the required April 15, 2020 report.

All the "open and more simple" items outlined in the agreement have been addressed, except painting the handrail on the access ramp. (Any plan for removing the front steps will need an historic preservation review) **The most significant item still needing attention for ADA compliance is the current bathroom, which the DoJ assessment deemed "non-compliant in almost every regard".**

In Ryan's recent visit to the Town Hall with Shane Lamphear, they observed that even if the current bathrooms were combined into one, it is unlikely that the resulting space would meet ADA code. In addition, a bathroom below grade poses inherent plumbing issues, plus access to the space would require some type of elevator to be accessible. Eileen said prior proposals that included modest LULA elevators added about \$90,000 to costs and then LULAs need to be regularly serviced. She hoped the Taskforce could **develop "principles" to guide its recommendations**, such as having basements for storage only and not activities that involve staff and citizens. So any proposals should have a bathroom above grade. It was agreed that **outlining and agreeing on "principles" would need to involve more taskforce participants**. Enid stated (and Bill agreed) that she is interested in renovating the Town Hall with an addition to address ADA concerns in the most **cost-effective** manner so the proposal does not fail a vote. Given the pandemic's economic impact, voters won't have "deep pockets". She wants to see town services out of the basement. **If the proposal is for a new Town Hall, there must be a plan for the current one.** Letting it "fall to the ground" is not a plan. A plan for the current vault was mentioned, but not addressed, nor was there discussion of any of the structures surrounding Town Hall.

Adaptive Reuse: Ryan suggested the Taskforce consider adaptive reuse of the Town Hall. (Wikipedia: *Adaptive reuse refers to the process of reusing an existing building for a purpose other than which it was originally built or designed for*) He said if the Town Hall were privately owned for a different, commercial use, it would not be subject to the ADA considerations. It would become a property that would contribute to the tax base whether it were leased or sold. Ryan shared Powerpoint images of some examples, including Lyndon's **Do North Co-working** space. (Ann Nygard and Evan Carlson could be consulted about that project) **Note:** that facility has two accessible bathrooms and an elevator to the second level. Total project: \$887,341, federal grants (\$608,375) balance from NVU/community.
To Do: Determine if restrictions exist for adaptive reuse of a building that is on the historic register?

Review of Past Town Hall Proposals: There was no substantive review of past Town Hall proposals. Eileen stated that the materials prepared for the ACX design review grant (2019) and the proposal to voters in 2018 (Powerpoint) provide good recent summaries of Town Hall renovation/addition designs and costs. (It was agreed that there was no need to discuss the Burrington property proposal)

Current State/Use of Town Facilities: The Sutton Road facility was added to the agenda, to include Town Hall (and surrounding structures), Town Garage, So. Wheelock Fire Station, and Transfer Station.
To Do: Ryan to confirm the arrangement with Sheffield for the transfer station management. He noted that the area around the compactor needs a buffer for "natural filtration" of the liquid wastes.

Town Garage: Ryan shared that the Wheelock Town Garage is a simple pole structure. Referring to images in his Powerpoint, he expressed concern for the vehicles and equipment housed in the facility, but his frustration was attributable to staff job expectations for upkeep rather than the building's shortcomings. Eileen shared that the facility **does not have running water**, and requires an **indoor porta-potty**. By comparison, Ryan has visited the Sheffield town garage where equipment and materials are in good order. He stated the Sheffield Road commissioner has an office in the Sheffield Town Hall and **recommended the same arrangement for Wheelock**. It was not evident that this idea was vetted with the Wheelock road staff, plus it would add staff to the Town Hall basement space. The Town Garage proximity to a waterway is a known concern; are there possible mitigation steps?
To Do: Ryan to determine if the Town Garage has a sprinkler system (a new facility would need one) and its insurance assessment. Where are vehicles and equipment cleaned (what water source)? Eileen to request Wheelock road crew job descriptions and confirm the level of vehicle maintenance required.

Sutton Road: Ryan gave an overview of the property with images and explained the current work is to install a wider door so the facility can accommodate one of the fire trucks currently housed in the fire station. He said that the septic system is out of compliance and the siding on the building just basically keeps out the elements, but he felt that it has renovation potential even to house a town office. It would require a sprinkler system (\$175-\$200K) to serve as a town garage.
To Do: Ryan to determine the footprint of the building on the property parcel and number of acres.

Fire Station: Ryan stated that overall the Fire Station facility is in good shape. There is a small "gas rust" issue on the siding that is a minor maintenance issue. Only the Sheffield station has a bathroom facility.
To Do: Does this facility have any running water? Does it have a sprinkler system?

Next Steps: Ryan to contact Carol Rossi for her institutional knowledge of Wheelock facilities.

Taskforce to meet on **Tuesday, June 2, 2020 at 7:00 PM** (Zoom or alternative TBD)

AGENDA

**Wheelock Facilities Task Force Meeting
7pm 6/16/2020**

- 1. Greetings – Introductions**
- 2. Recap Last Meeting**
- 3. Discuss Latest DOJ Agreement**
 - **Timeline set forth in the agreement**
 - **Which items have / have not been addressed and why**
 - **What do we need to do to get some of the open and more simple items completed?**
- 4. Discuss Current State and Usage of Facilities**
 - **Town Hall and surrounding structures (gazebo, benches, property)**
 - **Town Garage**
 - **South Wheelock Fire Station**
 - **Transfer Station**
- 5. Plan for Town Hall**
 - **Review where past proposals have succeeded and failed? Do the costs outweigh the benefits?**
 - **Alternate ideas for what a new Town Office may be (utilizing existing infrastructure)**
- 6. Plan for Town Garage**
 - **Can we utilize existing infrastructure in a cost -effective manner in order to get us past the Town Hall issues (i.e. – repair what is existing and move Road Foreman’s desk into the Town Hall Basement)**
 - **Care and upkeep of existing facility and apparatus**
- 7. Potential Temporary Solutions to get Town Office “out of the basement” and get Road Foreman out of Garage**
- 8. Discuss and identify sub-groups within our group to work on individual items / proposals. How to incorporate the Communications Task Force.**
- 9. Set deadlines/next meeting time/ adjourn**

Wheelock Facilities Taskforce
Zoom Meeting
June 16, 2020
7:00 PM-8:35 PM

Attending: Ryan Hanrahan (Chair), Steve Amos, Jason DiGiulio, Enid Ellis, Bill Ellis (left meeting early), John Fairchild, Shane Lanphear, Eileen Boland

Not Attending: Kris DiGiulio, Tyler Harter, Robyn Jarvie, Peter Martin, Nick Potter, Russ Poulin, Kim Crady-Smith, Barbara McCarty, Suzanne Tanner. (Emily Purdy is not able to participate)

To Do: Continue to canvas people who signed up for their interest in participating

Greeting/Introductions: Start time 7:06pm., all participates by audio and video, except John, audio only. Ryan announced he will set up a **Google Drive** for the various documents needed by the taskforce.

Recap Last Meeting: Ryan reviewed the notes from the last meeting (5/21).

Department of Justice (DoJ) Agreement: Jason confirmed that the Selectboard will be drafting and sending a required (written) **interim report to the DoJ by August 15** and that the work of the Facilities Task Force (FTF) will help inform that submission. He said the DoJ wants to ensure that attention to the ADA issues “does not drop off the table,” thus the interim reports requirement. He acknowledged that all selectboard members received the notes from the last meeting and aware of our work.

Current State and Usage of Facilities:

The **Town Garage** deficiencies were expanded from the last meeting. Steve felt strongly that town garage functions need to be moved to another site as the current garage “is a disaster waiting to happen”. Jason said that the facility is **underinsured** and that although there is a sink, there is **no sewage and the floor drain empties directly into the river**. It was confirmed that there is **no sprinkler system** (grandfathered), but one would be required if the facility were expanded by 50% or more. Due to these limitations, there is no “heavy maintenance” of vehicles undertaken in the building. Vehicles are washed outside the building on the driveway (possibly creating a “brown field”). The doors are not regulation width, so safely moving vehicles in and out is a challenge.

Given the more immediate need to address the Town Hall issues, a 5-10 year window for replacing the current garage was generally accepted, but with concerns and continued resolve to seek solutions (continue annual appropriations for the reserve fund at Town Meeting). Rebuilding on site or repairing the garage was not seen as a wise use of town resources or environmentally responsible.

In response to Ryan and Shane’s recent visit to the **Burrington property**, Jason shared that it had been thoroughly vetted by the Selectboard and for a variety of reasons (environmental, SoV advice, owner ambivalence) should not be pursued; agreement by all that it is “off the table”.

Combining Wheelock’s town garage and road maintenance functions with Sheffield’s was discussed, noting that the towns already share a school, fire services, and transfer station. Jason observed, that there have been some issues in the joint management of the transfer station. No concerns were raised about the joint fire or education functions. The Vermont legislature would need to act on any proposal to merge these functions. Ryan noted there are grants available for small towns to share services. **Ryan said he was “up for exploring it”** and noted that such a proposal had yet to be reviewed with the road crew.

Moving the office of the Highway Supervisor from the Town Garage to the basement of Town Hall (discussed in the 5/21 meeting) was not supported in this meeting. Adding any staff to the

basement was viewed as moving in the wrong direction. Ryan stated that this suggestion was not discussed with the Highway Supervisor.

Sutton Road: Ryan learned that the footprint for this property was only an acre. He suggested that it has potential to be renovated and used as a town clerk's office (not discussed in any detail). Ryan hoped that the **Communications Task Force** could work on developing an on-line records request option to better manage and respond to such requests and reduce the need for trips to the vault.

Town Hall: General agreement that town services should be out of the basement and all on one accessible level; how to achieve it has many paths. The merits of an **elevator** or LULA (to provide access to vault) and the cost of installation and maintenance of it were discussed with no definite decision. It is a large outlay simply for access to the vault, especially if all services are on another level. (Moving the vault was not discussed, and is not known if any of the prior proposals included it as an option)

Jason said that an extension to Town Hall is not needed to meet ADA concerns. He suggested a possible low-cost solution would be to **replace the stage area with an office and ADA compliant bathroom**, but the town clerk would still need to go up and down to a basement vault. He recognized that such a change would complicate the **building's historic landmark status** and would not address the fact that the **town's meeting space is not large enough**.

Jason shared that a rough estimate is 1/8 of a town's population attends town meetings, which would be 106 people for Wheelock (2019 pop. estimate 850). There was some pushback on what number we should use since attendance at Town Meeting has recently decreased. Eileen pointed out that we know access issues prevented people from attending the 'Wheelock's Future' meetings. It also limits using the Town Hall as a community center or renting it for functions. Note: Mobility and access can be an issue at any age; we may have a town clerk at some point who cannot climb stairs.

Steve cautioned that addressing the Town Hall's needs in a **piecemeal way** adds costs. The architects and builders for the prior proposals all advised a **wholistic approach** when renovating Town Hall because approaching it bit by bit will cost more in the end: labor and materials always increase.

Building maintenance funding will need to be part of all proposals, both as a correction to past practices of letting maintenance concerns escalate to emergency status and then selecting "lowest bid" repairs. Ryan stated that grant applications require assurances that maintenance will be a priority.

To do: Jason will look into using the 2020 town meeting appropriation to repair the rotting fascia on Town Hall (and how much of that appropriation is earmarked for paying down the roof repair loan).

Having a **"proper kitchen"** in Town Hall was mentioned, but not discussed in any detail. It's a plus for community center functions and renting the hall for events.

Jason clarified that **any town votes** must take place at a site (accessible) within the town of Wheelock and cannot be held at Miller's Run School (Sheffield).

Temporary Office: Ryan shared a slide of a construction trailer as a town office could be fitted with a handicap ramp and located alongside of and tapping into Town Hall water, sewer, and utilities. This option will be necessary if/when there is a Town Hall renovation, but not viewed as a possible long-term solution to ADA 'access to services' issues. Ryan suggested that Wheelock could move the Town Meeting business agenda to evening information meetings and have all votes by Australian ballot.

Affordability: Affordability has been an issue that has been difficult to define in these discussions. History suggests that it is a real concern for Wheelock voters. Jason stated that Wheelock's **grand list and income demographics** compare favorably to many supposedly "wealthy" Vermont towns. Eileen stated the 2018 renovation project effect on property taxes was included in that proposal (Powerpoint slide was sent to attendees) and any new proposals need to include this type of projection. Potential grants at that time reduced the borrowing costs (each scenario had 30 yr. notes).

Some concerns were expressed about the availability of grants due to the pandemic. Eileen shared that many representatives of key funders were present at our “Wheelock’s Future” meetings and they are waiting for Wheelock to come up with a proposal so they can assist us. While construction in 2023 sounds far into the future, many grants have ‘once a year’ deadlines that we cannot overlook.

Adaptive Reuse: Ryan reviewed his slides from our last meeting of historic buildings that were adaptively reused, including Lyndon’s **Do North Co-Working** space. Jason confirmed that it is run under the auspices of NVU and has a not-for-profit exemption from property taxes. He was skeptical that without more economic activity in Wheelock a for-profit or non-profit entity would be interested in purchasing the Town Hall for adaptive reuse.

Committee Split into Two Subcommittees:

Ryan proposed that the committee divide into two groups each with a different focus, but with the goal of creating 2-3 concrete proposals to put before the voters.

Ryan, Shane, and John will work on “out of the box” proposals for town facilities, including ideas for a new town hall. Eileen observed that there has been little more than “back of the envelope” proposals for a new town hall and those proposals were silent on addressing a use for the current town hall.

Steve, Enid/Bill, and Eileen will work on reviewing the existing Town Hall renovation proposals, update them, and draft a new proposal(s) with emphasis on addressing ADA concerns.

Proposals will need to be outlined in similar formats to allow for true “apples to apples” comparisons by the voters.

To Do: Ryan will contact Jason and Kim to determine which subcommittee they would like to join.

Facilities Taskforce to meet on **Tuesday, July 28, 2020 at 6:30 PM** (Zoom or alternative TBD)

Respectfully submitted, Eileen Boland

Facilities Subcommittee

July 14, 2020

Google Hangout

Attending: Steve Amos, Enid Ellis, and Eileen Boland Meeting opened at 6:28 PM.

We followed our “to-do” list from the meeting of 7/7/20 as our agenda.

Legal occupancy for the current Town Hall assembly space with/without the stage—

- Eileen reached Marc Brown by email. He stated how the occupancy limit is calculated: 7 sq. ft. for each occupant, but he did not recall or have access to the exact number for Town Hall.
- Contacted Asst. Fire Marshall, VT Dept. of Public Safety, Patrick McLaughlin Patrick.McLaughlin@vermont.gov 802-585-4468
Patrick did not reply until after our meeting. The figure in his database is **109 people**. This occupancy load **is not broken up into sections and does not specify what the load is for the stage.**
- Patrick put Eileen in touch with **Asst State Fire Marshal Tim Angell who is now covering the Town of Wheelock.** Tim.Angell@vermont.gov Tim confirmed that he will come for a site visit if needed.
Patrick shared some Covid resources:
 - FD Resources For COVID19:
<https://firesafety.vermont.gov/Firesafety/covid-19fdresources>
 - COVID-19 RESOURCES FOR CONTRACTORS AND TRADESPEOPLE
<https://firesafety.vermont.gov/content/covid-19-resources-contractors-and-tradespeople>

Question needing Selectboard guidance: *Is the DoJ agreement requiring us to plan for a Town Hall restoration using Covid or pre-Covid regulations?*

ADA: Explore ramp to the stage and a “request for assistance” lift arrangement—Eileen

- Contacted **Tracy Martin** at the State’s Historic Preservation division. Tracy manages the state’s historic sites, so it was difficult to reach her as those sites were opening around the state. tracy.martin@vermont.gov 802-828-3051. She is familiar with our Town Hall and has “great affection” for the building and excited that we are working on an ADA solution. (Husband on Hardwick Town House board, which is also planning ADA access changes)
- Tracy, however, is not the person to deal with and recommended **Elizabeth Peebles**, elizabeth.peebles@vermont.gov 802-505-1147 who is a “historic resources specialist” in the division. Ms. Peebles’ role is reviewing proposals; she made it clear that she would not be giving advice and recommended we work with an ADA consultant experienced with historic buildings. She stated “**LULAs were preferable to lifts**” in these types of projects and any arrangement that required an individual to ask for assistance was not likely to be approved. (See “**Notes**” below)

- Ms. Peebles would only state that “any plan to **provide access to the stage area** would be viewed favorably as long as it did not remove historic fabric,” but declined further discussion of a ramp or “historic fabric” and suggested they are also items for us to review with a consultant.

- **Confirm Kitchen Regulations**

We shared our recollection of how difficult it is to warm and serve food and clean up during town gatherings, most recently highlighted at the “Wheelock’s Future” meeting. Steve reviewed an extensive volume of fire regulations which reaffirmed that not only cost, but the complexity of a **commercial kitchen is not recommended; residential appliances are needed**. Enid and Eileen agreed. Steve shared how large retailers, such as Lowe’s and Home Depot will “package discounts” on appliance purchases for non-profits. He shared that we will need a fire code review for any changes to the current arrangement or the proposed Black River design.

Eileen shared a copy of the basement design with a suggested wall creating a larger kitchen space, which we agreed would provide a bigger counter space to serve food to large groups. (How a door should swing needs to be established) Also agreed that a “**pass through**” window in the longer wall would make it easy to serve from the counter. Agreed on **the kitchen question in the survey**.

- **Dartmouth’s Offer of Assistance**

(We reviewed Ann’s comments about her experience with Dartmouth interns, including the need to apply in advance for assistance and the challenges students may have traveling) Steve will put his notes into writing, but he has materials from the Dartmouth development office staff outlining ways student interns could be of assistance, including **architectural and engineering** assistance.

- **Gathering Public Input**

We reviewed the survey draft from the Communications Task Force and with minor changes, **agreed the answers would be helpful for the FTF work**. We agreed earlier that a new town garage is needed, so responses to whether it would be combined with or separate from a new Town Hall will be of interest. We further agreed that many features in the designs from Ruggco and EH Danson could be approximated and built at lower cost by **using a “kit” structure**; however, it is unlikely this subcommittee will have the time to explore town garage options in any detail.

- **Cost Multiplier**

We agreed with Ann’s observation that a “cost multiplier” will be needed for creating a new budget that reflects 2020-2021 costs from the 2017 Black River budget. Steve will contact Rob Brown of Sheffield to see if he might donate some time and expertise to this question and some others.

Other Issues

- We agreed that any presentation for voters should include a breakdown of the **effect of different loan amounts would have on property taxes** (this was done in the 2018 proposal Powerpoint).

- **Addition Door Orientation:** The Black River Design has the **addition entry door** on the north side. It has been suggested that it might be better placed on the south side, concentrating snow removal and snow plowing on that side. No decision. Eileen and Steve will do a site visit to better visual it.
- **Design Format:** Enid will print the Black River design on 11X17 paper so it is easier to use.
- **3-D Model:** Eileen will follow-up on her request to Pat Guckin (Wheelock land owner) who is the director of Career and Technical Education at SJA: Can the center produce a model of the current town hall and a second model with Black River restoration features. Steve will ask Carol to inquire at Lyndon Institute where they also have 3D printers.

Meeting ended at 7:40 PM

Next Meeting: Tuesday, July 21, 6:30 PM, via Google Hangout

Notes:

7/17/20 Eileen visited the **Fairbanks Museum** to see the **lift** to the planetarium and met with director, Adam Kane, to discuss it. The planetarium is not open due to Covid, but Adam was very generous with his time. Eileen took images of the setup of their lift. The complete package of lift components (a Savario model from Accessibility System), electrical wiring, and carpentry work was about \$60,000. Contrary to the information Eileen received earlier from a staff member, they are building an addition that will have a full elevator, not another lift, to get access to the second floor.

More detail about this visit will be on the 7/21 agenda, but it is important to note that Adam was quite emphatic—**"you do not need a LULA in the Wheelock Town Hall"**, both for initial costs, and costs to operate. A lift is more than adequate for access between two levels, it is not a good solution for three levels.

Respectfully submitted, Eileen Boland

Facilities Taskforce Subcommittee
7/21/20 6:30 PM
Google Hangout

Attending: Steve Amos, Enid Ellis, Eileen Boland

1. Approved meeting notes of 7/14/20.

2. We are unclear whether the DoJ agreement requiring Wheelock's Town Hall ADA compliance plan should follow any new Covid regulations. According to the Fire Marshall, contractors have new Covid rules to follow, but hiring them is in the future, when we hope Covid has passed.

Q. Are there other Covid regs that we should be aware of and follow?

3. We should arrange a walk through the Town Hall with a Fire Marshall to get some questions answered about occupancy, kitchen design, and the need for any changes to the BRD proposal and drawings we are working with.

Q. Do we need special permission to bring in the Fire Marshall?

4. We need an ADA consultant.

Q. Are there resources to hire one? Grant proposal? Is there a particular consultant who is familiar with the building and would already be up to speed on the issues and opportunities?

5. We need access to Black River Design staff. We assume that there will be cost associated with contacting them for advice and refining any proposal.

Q. Are there resources for this? Grant proposal? Who is the BRD staff person(s) most familiar with their 2017 proposal? (We note that a 2016 drawing is slightly different)

"Building envelope" repairs are mentioned in the budget. Is there a Selectboard plan on the table now to repair the existing siding (\$10K)? Repair the front stairs (\$25K)?

Some of the budget/design questions we would have for BRD:

1. What "cost multiplier" do they recommend? (We will ask Shane too)
2. Are there things that could be done by others (not contractors) to reduce overall costs, such as painting, some electrical work?
3. Were the "By Owner" costs ever quantified and totaled?
4. The budget seems to suggest 2 residential gas ranges and hoods, but the drawing has only one. (We are not interested in proposing 2). Hoods are mentioned twice in the budget, so it appears 4 hoods total.
5. A mop sink is identified in the budget, but a space for it is not identified in the drawing.
6. If a ramp to the stage were approved, what would constructing it cost?
7. Won't this project require a new septic system? (Not in budget)

Q. In Covid time, what are the possible sources of grant funding for a renovation/ADA project?

6. We reviewed the images of the Fairbanks Museum lift arrangement and discussed Adam Kane's advice (we don't need a LULA, a lift is fine).

Of note:

- The lift is not in view of the reception desk or in line-of-sight by any staff when the building is open to the public.
- It is the same make (Savaria) and they used the same contactor (Accessibility Systems).
- There is a slight ramp into the lift on the ground floor. Lots of prominent signage on both floors outlines how to use the lift and requiring a child must be accompanied by an adult.
- There is a lift "call button" on each floor, so no additional assistance is needed.
- The doors (full door ground floor, half door second floor) open and close slowly. The lift moves only when the button is continually pressed (it could stop between floors if the button is released).
- There was additional expense on the second floor because the surround for the lift was created to blend with the historic woodwork. (\$60K entire project)
- The open arrangement on the second floor is a bit startling, and seems risky, but the lift is only in use when there is a planetarium show. Even then it is not heavily used and there are staff to meet attendees for the show and see them leave when it is over.
- They did have one minor issue when the lift failed to work. It was a very simple fix.
- GRANT POSSIBILITY: The Freeman Foundation contributed to the lift construction. Adam noted that the foundation has focused recent gifts to NEK projects and needs.

7. We support gathering "public input regarding needs assessment" sooner rather than later. We will connect with Ann about the survey plans that are underway for their start date and when will might have some data.

8. We look forward to seeing some documentation and learning about ideas for the 'Sutton Property' from Ryan on 7/28 at the joint meeting of the two committees.

9. We will be taking a tour of the Town Hall with Carol Rossi for her "institutional knowledge" of the needs and options for restoration/ADA compliance, specifically related to the BRD proposal.

10. Other Business: The staff of The Foundry at Lyndon Institute are interested in helping us with creating a 3D Town Hall model (they have the BRD drawings) to help with presenting a proposal to voters. Eileen will be meeting with staff (Tom Bishop).

Website: thefoundryvt.org
Phone: (802) 424-0019
Email: contact@TheFoundryVT.org

Respectfully submitted, Eileen Boland

Facilities Task Force Agenda

Meeting 7/28/2020 – 6:30pm

A. INTRO :

Action Steps from Wheelock's Future:

- 1. The Wheelock Community Facilities Committee will review all plans advanced in the past to deal with facilities needs and ultimately pull together key priorities for a proposal to answer key infrastructure needs**
- 2 . This effort will begin by developing a realistic Needs Assessment of current conditions of Wheelock facilities and the necessary functions that must be addresses by infrastructure improvement, including the most immediate needs**
- 3. Recognizing that any project must be affordable to the Wheelock community, the working group will frame a project budget including possible state, federal or philanthropic grants and supports as Wheelock long-term investments**
- 4. The working group will work to take public input for the Needs Assessment and planning sessions and then will build information sessions, flyers and news releases for use by local papers, radio and person-to-person communications**

B. DEMOGRAPHIC DISCUSSION

C. Black River Design Discussion/Findings

D. Sutton Road Property Discussion

- CAD / Floor Plan**
- Potential Cost**
- Pros / Cons**

E. What's Next?

F. Adjourn

Facilities Taskforce DRAFT
Meeting Notes
7/28/20 6:30 PM
Via Zoom Platform

Attending:

Ryan Hanrahan, Chair; Steve Amos, Bill Ellis, Enid Ellis, Shane Lanphear, Eileen Boland (note taker)

Note Taker Observation:

In this time of Covid, the Wheelock community is not unlike other Vermont communities grappling with personal stressors and uncertainties. Even in the best of times, Wheelock's volunteer committees have struggled to promote a municipal project that voters would approve. With this history, the economic constraints feel particularly acute as this committee works to thread the needle among the many needs and an uncertain economic future. By the time we break ground on any solution, our hope is that Covid will be well behind us and a stronger and more optimistic future awaits our community.

Technology problems was a constant challenge during this meeting—recommend future electronic-meetings on a different platform; one that that is not time-limited. Consider either an in-person meeting with Covid measures at Town Hall or Ryan connects via the Town Hall WiFi.

Ryan provided an agenda and materials in Powerpoint at the start of the meeting, shared via his screen.

“Action Steps” from *Wheelock's Future: Report and Action Plan*: Ryan reviewed the charge from the report.

Demographics: Ryan shared a sampling of Caledonia towns (Wheelock, Sheffield, Danville, and Peacham) comparing population, income, age, tax rates, and home value. (Vt. Digger and 2017 Data www.citydata.com). Participants recommended including Sutton's data to provide a neighboring town and a more complete regional comparison.

Black River Design Discussion/Findings: Eileen stated that this agenda item was covered in the subcommittee's written reports already shared and requested moving to the next agenda item.

Sutton Road Property Discussion: Ryan shared his new proposal with CAD/Floor plan and a budget outline for a town clerk's office and meeting space by renovating the current structure (4 bay garage on a concrete foundation) on the Sutton Road property (1 acre), which is owned by Wheelock. He consulted with Patrick Larsen, who visited the site with him and concluded the need for a mound septic system limiting potential parking space. Jim Blackbird told Ryan that “town water could be run to the site”. Ryan was aware of the limited parking, but suggested that Town Meeting overflow parking could be accommodated at the Town Hall, and immediate parking could be reserved for those who needed to be closer to the building. He outlined project costs--\$406,300-\$551,425 range--and the pros and cons. He offers to design and install (in-kind labor) any cabinetry and/or office/desk units with his product discount.

The proposal generated considerable discussion regarding parking, the size of the meeting space (less than current Town Hall?), a kitchenette rather than a kitchen, the size and cost of a new vault (more vault square footage than is needed), and lack of handicap access to the upper level of the large garage bay if it were used for an office or any other town function.

Most significant was a concern shared by Steve Amos regarding the suitability of the site for any development. He outlined how the town acquired the land (tax sale, no bids) and how the prior owner's treatment of the property has created liabilities for the town. He said that details about a small soil testing, arranged by Doug Reid, town clerk at the time, may be included in contemporary selectboard meeting minutes.

Steve thought that disturbing the site by unearthing the tires and co-mingled trash may complicate matters.

Enid and Eileen visited the site on 7/26 and observed electronic equipment in the pile of tires, as well as beer cans and bottles at the site. The large garage bay appears to have some insulation work in progress (see image below).

In the absence of any solid information, discussion of how this situation might be addressed, i.e., more soil testing, possible grants to address it, and level of liability for the town did not reach any conclusion other than to share the information with the Selectboard to ensure they are aware of the problem.

What's Next? A broad and wide-ranging discussion of "sins of the past" and concerns for the effect on tax rates of any project, renovation of old or building new, was inconclusive due to the abrupt end of the second Zoom call.

Adjourn: Zoom ended the meeting at 7:40 PM.

We communicated via email to set another meeting for **Wednesday, August 5, 6:30 PM.**



**Facilities Taskforce DRAFT
Minutes
8/6/20 6:30 PM
Wheelock Town Hall**

Attending: Ryan Hanrahan, Chair; Steve Amos, Jason DiGiulio, Enid Ellis, Shane Lanphear, Hèlène Millas, Eileen Boland (note taker)

Opening Comments: Ryan stated his appreciation for everyone attending, masked and social distancing, and hoped to have a more productive meeting than we have been able to accomplish over the Internet. The separate subcommittees will return to convening as one taskforce. His goal is for work products and proposals that “make sense” for the town economically, but also anticipating future demographic growth on par with or greater than what we have seen in the last 20 years.

Minutes from the July 28th taskforce meeting were approved unanimously; technology issues acknowledged.

Communications and Technology: Prior to the meeting Ryan set up a Google Docs for the taskforce documents. All attendees were able to access it; Eileen added documents. There was general agreement of a willingness to try software/apps such as Hangouts Chat or Slack for check-ins between meetings and reserve email for more formal communications, such as an agenda and/or meeting minutes. Not everyone present has had experience with either or both options, but generally it was agreed to try the Hangouts Chat option, which Ryan will arrange.

Review of Past Proposals: A broad ranging discussion of the history of proposals to bring the Town Hall into ADA compliance ensued, as far back as the modest, narrowly focused 2005-2006 effort. It was agreed that we would focus on the more recent proposals to address the ADA: Ruggco (2012); EH Dansen (2014); Marc Brown (2014 town garage only); and Black River Design (2017-2018). Although there were a range of issues that contributed to the voters rejecting these proposals (cost concerns, low turnouts, and misinformation), and additional concern of voters was the perception that the town garage needs were being ignored.

After much discussion, it was agreed that a proposal(s) for addressing the **town garage** would be included in our presentations to voters, even if the funding and execution of that plan were pushed out a few years after addressing the more immediate town hall ADA needs. (This would be a separate structure on the town “campus”)

The garage costs outlined in the 3 recent proposals vary widely, from a basic kit design (\$371 K Marc Brown) to more substantial construction (EH Danson \$928 and Ruggco attached to Town Hall with fire truck bay—costs not separated in that proposal). Although repairing the structure for continued use initially seemed unwise, it could make the structure suitable for future storage of a fire truck in town. (The building was “grandfathered” since it was originally set up as a combined garage and fire station) Shane observed that both the South Wheelock fire station and the current town garage could be expanded up to 50% without triggering the need to review for compliance to modern codes (and significant additional costs).

To Do:

- Drafts a needs assessment/cost outline for current town garage focused on stability and safety for continued use.
- Conduct a needs assessment for a new town garage to determine what are the “need to have” elements and the “nice to have” fit-up options. Visit some well-functioning town garages to get a feel for what is necessary/possible and consult with current road maintenance staff. Explore manufacturers that produce these types of buildings and deliver to your site for quick assembly.

Black River Design Proposal for the Town Hall: The subcommittee gave a short summary of the information that was still needed before a proposal would be ready for voter consideration. Consulting with BRD is needed to

update/change some elements of the proposal, such a LULA (required of a municipal building) not a lift as outlined in the proposal (LULA costs maybe 2x the original budgeted amount). A larger kitchen is preferred for community events (not commercial) and questions about adding a second entry (snow removal consideration) were outlined. This proposal keeps town clerk functions and the town staff in the basement, which we feel is not ideal.

We concluded that as long as the basement exists, then access to it will always be an issue (e.g. what if a town employee has mobility challenges), so what if there were no basement and everything were on ground level? Could the monies needed for a LULA be put to better use in a different plan?

Moving Town Hall: A broad ranging discussion ensued about the problems the Town Hall basement creates:

- Need for an expensive LULA to solve the ADA problem
- Moisture migration, humidity, septic flow problems, health concerns
- It is not an “authentic” feature of the original, historic town hall
- Front steps still need repair/replacement

It was noted that the town hall was moved from its original location (left of the current location) to the site of the church that was lost to fire. The foundation was constructed to create a basement to house a town clerk’s office (other than in each office holder’s home) and a vault for records.

Options:

- Lift Town Hall off current foundation; move to new on-grade concrete slab/no basement, on the town campus, possibly sited on its original historic location or return it to its current location after the current basement is disassembled, water migration addressed, and a new concrete slab laid. The septic and leach field are located to the left of the building (?), however, a new mound septic would be needed if/when a new town garage is added to the town campus.
- Add a new section to a Town Hall on level ground, similar to the EH Danson and Ruggo designs, creating a new Town Clerk office, ADA accessible bathrooms (2-3), move/add old vault or install new vault smaller than those proposed, and create some additional multi-purpose meeting space and a separate kitchen space.

There was general agreement and some excitement that this option could be the second proposal for voters to consider in addition to the BRD one. (There may be a third proposal that we have not thought of yet) It accomplishes some desirable objectives—getting staff and town functions out of the basement; preserving and improving access to the assembly hall for gatherings; addressing long-standing moisture problems; creating a more accurate historic siting; and perhaps designed in a way to allow handicap access to the stage.

To Do: It was noted that this idea needs serious research, both with historic preservation (first) and a design/build firm that could execute it. (A structural assessment of Town Hall is also needed)

Shane recommended that Bread Loaf Construction is a firm that can design and execute projects like this proposal. Because all the necessary technical expertise is in-house, under one roof, the communications and timeline for completion are very good. (He cautioned they are “not cheap”)

It was a long time to be sitting in a warm building wearing masks, so we adjourned a bit after 8 PM.

Ryan will contact the taskforce members with suggested dates for the next meeting and set-up “Hangouts Chat”.

Respectfully submitted, Eileen Boland

**Facilities Taskforce DRAFT
Minutes
9/3/20 6:30 PM
Google Hangouts Call**

Attending: Ryan Hanrahan, Chair; Enid Ellis, Shane Lanphear, Eileen Boland. Start time: 6:34 PM.
Not Attending: Steve Amos, H  l  ne Millas, Jason DiGiulio

Review Minutes of 8.8.20 Meeting: Unanimously approved as written.

Black River Design Proposal (2018): Several updates will be needed before this is a fleshed-out proposal to share with Wheelock voters.

To Dos (Eileen) contact BRD and see how much info can be obtained without fees/with fees:

- LULA rather than a lift is needed because the Town Hall serves as the town's municipal building. The additional costs need to be determined. Questions for both BRD and Accessibility Systems.
- **Send LULA specs to Shane** for his review and estimate for fit up in preparation for installation. Put documents in Google Drive too.
- Costs for expanded kitchen space, with a door, and moving the utility room door. Correct duplicate budget items with BRD, especially in the kitchen section of the proposal.

To Dos (Ryan)

Heating (Cooling?) for All Proposals: Current propane boiler is under-sized for the current Town Hall, particularly when the Assembly Hall is needed in winter. Adding additional square footage will only compound the problem, however, this is a good opportunity to rethink and research heating (and cooling?) options for all proposals and move the town away from using fossil fuels. (Current location of the propane tank is not optimum during winter snow plowing season, it either needs more protection or to be moved) Explore pellet boiler, solar, zone heating.

New/Revised ~~Danson~~ Ruggco Proposal (Town Hall addition with a separate Town Garage): The Ruggco proposal was considered a starting off point to discuss a new, separate town office attached to the existing Town Hall after it is moved off its current foundation to a new concrete slab. Agreed moving it closer to Sutton Road, although it was the original site, was not a good plan. Discussed the design and what we liked and what it lacked:

- Number of bathrooms needed: 3 needed (design calls for one)
- Change design name of 'board room' to 'multipurpose room'. Size seems OK.
- Vault is too large; can the current vault be moved and repurposed in a new space
- Kitchen space is too small
- Since we are discussing many changes from the original Ruggco design proposal, is it better to engage a company that has the expertise and technical skills for all steps under one roof, i.e., able to do design to build? Sometimes these operations seem more pricey up front, however, the gains in communication means a smoother, faster, construction. Problems are ironed out more quickly; deadlines are met.

To Dos (Ryan)

- Research whether to move the Town Hall to the left or right of the current site. In fact, could it be sited at an angle to Rte 122 if that were the best situation for solar panels? In general, we agreed the move should take the building away from the back bank, more towards Rte. 122, but not onto the green. Are there other options for siting that we have not considered?

To Dos (Shane)

- Contact specialty contractors with the expertise to assess the feasibility and cost of moving the Town Hall (the building might not be sound enough structurally to move). Since it would involve a crane, could the crane also be used to pick up and move the vault as well?

To Dos (Eileen)

- Research whether moving the Town Hall within the “historic district” will have a negative effect on the landmark status of the building and the district.

Not assigned:

- Could the current vault be moved into new construction rather than purchase a new vault?
New walk-in vaults: 56 square feet, \$17,000
 96 square feet, \$25,000
Current vault 75 square feet
- **Planning for parking at Town Hall.** A new combined, expanded Town Hall/Municipal Office and a future new Town Garage would take up a considerable footprint on the current campus. The green in front of the Town Hall has restrictions, so the move, addition, town garage, and parking could not encroach on that space.
- **Note:** Town-owned land along 122 is ~8 acres (includes transfer station). The Sutton property is one acre, but needs soil testing and action by the Selectboard, so it and the structure on it, are no longer under consideration by this committee.

Town Garage: Continue with the repair of the current structure (for eventually storing a fire truck) and build new ideas. Agreed that a new town garage would not be ‘custom-built in the field’, but rather with a “kit” from a company that specializes in steel buildings/pole structures that are factory built, brought to the site, and assembled within days. (Specs to include snow load estimates)

To Dos (Ryan)

- Research repair items and costs to protect the current town garage and vehicles until a new one is built.
- Visit town garages and town road staff in Sheffield and Sutton (similar towns and road needs); ask staff “if they had to do it again, what would they do differently in their garages,” and what it costs them to maintain their garages
- Meet with Malcolm and review his ideas for a new structure

Related: Unanimously agreed that the Town should include an annual budget line item to hire **a consultant who will assess all town structures**, at least twice a year, and draft a maintenance plan with cost estimates for the recommended actions. These recommendations would guide current and future Selectboards (which can change frequently) to stay on track with maintenance needs and to avoid last-minute expensive repairs. This information would help inform how much to raise each year and have on hand for routine preventative maintenance.

To Do (Ryan): Ryan to complete setting up Google Hangout Chats for members

Adjourned: 7:34 PM

Next Meeting: Thursday, September 17, 2020 6:30 PM Google Hangout Meeting

Respectfully Submitted,
Eileen Boland

Facilities Task Force Meeting Minutes

9/24/2020 – 6:30 pm

Meeting link: meet.google.com/ogd-nuot-wbz

Attending: Ryan Hanrahan, Shane Lanphear, Steve Amos, Eileen Boland. Meeting start: 6:35 PM.

No formal agenda. Updates on continuing issues from the meeting of 9/17/20.

1. Minutes for the meeting of 9/17/20 unanimously approved.
2. Update on Black River Design (BRD) Town Hall proposal and other updates (Eileen):

Phone conversation with Jay Ancel of BRD 9/18/20. **Black River Design:** 802-223-2044

Jay Ancel: 802-793-2304 jaya@blackriverdesign.com

Posed the questions of **lift v. LULA, duplicate budget costs, mop room location (not in design), and costs for engaging them to provide an update to the plan with some modifications.** Jay is working 4 days a week and spend weekends at his house in Derby. He will review the proposal record and has agreed to meet with us at Town Hall in the near future. There would be no cost for this meeting. Shared that we are firming up this proposal and considering a second proposal for a larger addition if we can move the building without compromising the historic landmark status.

Lift v. LULA Vermont Center for Independent Living Peter Johnke, deputy director, (802) 224-1815 peter@vcil.org

Confirmed that Carol is correct that a LULA is needed, not a lift, “but for the wrong reason”. Because we would be engaged in new construction, the lifting device must be a LULA.

Moving the building and historic landmark status (email responses in snapshots at the end of minutes)

Preservation Trust of Vermont, Lisa Ryan: 802-917-2994 lisa@ptvermont.org Lisa is difficult to reach because she works part-time and is general “in the field”.

- Generally moving the building triggers a loss of historic designation; exceptions could be if a building needs a new foundation and it is moved within its current footprint and there are no significant changes.
- Once historic designation status is lost, it would be another 50 years before eligibility.

Agency of Commerce, Division for Historic Preservation, Caitlin Corkins, Tax and Grants Coordinator, 802-828-3047, Caitlin.Corkins@vermont.gov *Willing to be part of phone calls to discuss options and proposals.*

- Any work other than routine maintenance must have the division’s review.
- Any moving of the building is “potentially problematic”.
- Wheelock was awarded a grant in 2017 to support structural repairs; some restrictions on the timing of when we can apply again.
- **A large addition can also negatively affect historic status.**
- The BRD design had received “conceptual approval”
- Should be able to mitigate chronic moisture problems without moving the building

Caitlin brought Devin Coleman, state architectural historian, into the email exchange.

Devin.Colman@vermont.gov 802-585-8246.

- Review and permission for a project is also needed from the National Park Service because the building is on the national register. (A Section 106 review)

To Do: After our discussion, **Eileen** was asked to follow up with additional questions.

- Can the building be lifted up to replace the current foundation with a new one where there is no basement? Perhaps with a small BRD addition/entry with bathrooms, etc.?
- Can it be placed closer to the Green, same orientation, since historically there was no driveway in front of the building?
- If the goal is to move municipal offices out of the Town hall and on to the town campus (perhaps adjoining a new town garage) how far must it be located from the Town Hall?
- **Steve** to explore and report about any restrictions/understandings about the Wheelock Green.
- **Ryan** to explore could the Green support a mound septic system, which would be needed if there is new construction on the campus. Larsen Geology <http://www.larsengeology.com/> (Hardwick) patrick@larsengeology.com • Cell: 802.793.6236

3. **Update Proposal for Town Garage (Ryan):** Ryan and Shane summarized that \$12,000 in materials (labor not calculated) would be needed to protect and provide improvements to the structure. Steve shared that while he was on the Selectboard about \$40K was put into the Town Garage and “it is hard see how it made a difference”. He also noted that the building is in the flood plain. There was general agreement, though no formal vote, that the flood plain concern takes any repair/renovation proposal off the table. Ryan recommended that any proposal for moving municipal services to another structure should include an office/workspace for the road foreman. This arrangement works well in other towns.

- **Shane** to research the Agency of Natural Resources on-line mapping program, copy and send the Taskforce members the map and flood plain information for the current Town Garage location so we have official documentation to back up the decision not to continue using this site.
- **Steve** to research his notes from his time on the Selectboard about the orientation/fit for a combined town municipal office and garage on the campus.
- **Ryan** to check with Ann Lawless about the particulars of flood plain buyout monies for the town garage that could be put towards a new structure.

Adjourned: 7:35 PM

Next Meeting: Thursday, October 8, 2020 via Google Hangouts

Respectfully Submitted: Eileen Boland

Screenshots of emails from Lisa Ryan, Caitlin Corkins, and Devin Coleman below.

The document Devin refers to is attached. (Wheelock Environmental Review)

☆ Lisa Ryan 

September 23, 2020 at 11:12 AM

LR

Re: Wheelock Town Hall

[Details](#)

To: Eileen Boland, Cc: Liz Gamache, Caitlin Corkins, Devin Colman

Thanks for resending these Eileen. I have cc:ed both Devin Coleman, state architectural historian and Caitlin Corkins, grants and tax credit coordinator with the state Division for Historic Preservation on this email.

Generally speaking, if a building that is listed on the National or State Register is moved, it loses its historic designation. I say generally, because there have been cases where a building needs a new foundation and is moved within the footprint of the existing location in order to address drainage issues or some other factor. These moves don't significantly change the orientation of the building or its relationship to other buildings, settings, etc.

The State Division for Historic Preservation is the entity that manages our state and national register program, so I will look to Devin and Caitlin to weigh in on this.

Should moving the building result in a loss of historic designation, it would mean that the town won't be eligible for grants that support historic preservation in the future (or until the building spends at least 50 years at its new location). Many of the grants that are available for restoration, renovation, etc. are geared toward existing buildings and historic buildings. In my experience, new construction is not typically funded through grants.

There are many resources available to support the accessibility improvements at the town. Have you spoken with USDA Rural Development? The Vermont Community Development Program? The Vermont Arts Council? All of these programs have funding for projects that will bring existing buildings into compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.

I would be happy to talk with you more. Perhaps a conference call with Caitlin and Devin would be helpful? I will be back in the office next week. Feel free to suggest some times that might work for a phone call.

Best,

Lisa Ryan, Field Services
Preservation Trust of Vermont
c: 802-917-2994
o: 802-658-6647

Thank you for contacting me. As a part-time field service representative, I am frequently out in the field with limited access to email. I will do my best to get back to you in a timely manner.

☆ Corkins, Caitlin 

September 23, 2020 at 2:34 PM

[Details](#)

CC 

RE: Wheelock Town Hall

To: Lisa Ryan, Eileen Boland, Cc: Liz Gamache, Colman, Devin

Hi Eileen,

I am so glad that you reached out to Lisa Ryan and that she has included me in this email conversation.

In 2017, the Town of Wheelock was awarded a State Historic Preservation Grant to support structural repairs at the Town Hall. Since it has been less than 5 years since this grant was awarded, any additional work on the Town Hall building (aside from routine maintenance), must be reviewed and approved by the Division for Historic Preservation.

As Lisa rightly says, moving the building may be problematic in terms of meeting historic preservation standards and would likely not be approved during the five-year compliance period. I am also concerned that a large new addition would also potentially have an impact on the historic status of the building. Therefore, I would not recommend pursuing this option. It will undoubtedly be a much more expensive project and could jeopardize the Town's ability to access grants for the building in the future.

I am somewhat familiar with the Town's earlier plans for a small rear addition and I believe that folks in our office did review and offer a conceptual approval of this plan. I certainly understand your concern about chronic moisture in the existing building. That is certainly something that should and can be addressed without moving the building.

I would be happy to participate in any calls/discussions to help move your project forward. Making this Town facility accessible is very important and I'm sure there is a solution that can also ensure the historic character of the building is preserved.

Caitlin

Caitlin Corkins | Tax Credits and Grants Coordinator
Vermont Agency of Commerce and Community Development
1 National Life Dr, Davis Bldg, 6th Floor | Montpelier, VT 05620-0501
802-828-3047 office

accd.vermont.gov

Tell us how we are doing, please take our State Plan Survey:

https://www.surveymonkey.com/r/VDHP_StatePlan

Colman, Devin ▾

September 24, 2020 at 2:38 PM



RE: Wheelock Town Hall

[Details](#)

To: Eileen Boland, Corkins, Caitlin, Lisa Ryan, Cc: Liz Gamache



Hi All,

Just catching up here. It seems like ages ago, but back in 2007 I consulted on a Section 106 review for an addition to the Wheelock Town Hall. The docs are online here:
https://orc.vermont.gov/Documents/Wheelock_EnvironmentalReview_LegacyDocuments_00000012.pdf.
So we're all pretty familiar with the building, and available to help advise on the current plans.

Because the building is listed in the National Register, and I assume you want to keep it listed in the National Register, any proposal to move it to a new location must be reviewed and approved by the National Park Service (NPS) prior to relocation. The NPS believes that a property should only be moved when there is no feasible alternative for preservation at its present location. I can go over the details of what is required to request NPS approval for a move if/when you get to the point.

Thanks,
Devin

Devin A. Colman | State Architectural Historian
Vermont Division for Historic Preservation
1 National Life Dr, Davis Bldg, 6th Floor | Montpelier, VT 05620-0501
NEW PHONE NUMBER: 802-585-8246
acd.vermont.gov/historic-preservation
devin.colman@vermont.gov

FACILITIES TASK FORCE MEETING NOTES – JAY ANCEL

DATE: OCTOBER 5, 2020

THOSE PRESENT: Jay Ancel (Black River Design), Ann Lawless, Helene Millas, Shane Lanpher, Eileen Boland, Enid Ellis

1. It was brought to Jay's attention that on the BRD plan from 2017, the kitchen is too small and a janitor sink should be added. The kitchen should be a residential one, not commercial.
2. The three ideas which the task force has zeroed in on were briefly discussed with Jay – raise the building off its footprint, demolish basement, put it back down in same spot, or slightly different, and build addition at side or rear.
3. Type of heat was briefly discussed – radiant vs. forced hot air, heat pump? It was noted that Efficiency Vermont may help with some options.
4. If the town hall is lifted and the current basement is demolished, a crawl space, with a frost wall insulated on the outside, would probably be the best option under the town hall.
5. Jay briefly outlined the BRD process:
 - a. Schematic designs with an outline of specifications would be produced (Jay will get letter to the task force with a cost estimate for those services)
 - b. A rough cost estimate of all 3 options would be produced
 - c. Once one of the options was approved, bid documents would be produced
6. Brief discussion about need for new septic system. Input is needed from civil engineer to determine if mound system is needed. We are currently assuming it is.
7. Ann expressed concerns about the water supply to the town hall – condition of pipes.
8. If basement is demolished, the current vault cannot be re-used. It would be less expensive to build a new one.
9. Jay mentioned that we may want to hire a construction manager. The CM would be the one to hire a contractor and help us look at the options we have during the build process. The CM/general contractor would bid the sub parts out and would be the point person during the project. It would have to be determined prior to the bond vote if we would employ a construction manager.
10. Jay will touch base with Ben Doyle of the Preservation Trust about our project.

Respectfully Submitted, Enid Ellis

AGENDA

Facilities Task Force Meeting

10/8/2020 – 6:30 pm

Meeting link: meet.google.com/ogd-nuot-wbz

1. Review of Meeting with Jay Ancel
2. Discuss Findings on Town Garage Property
 - River Corridor / Flood Plain
3. Discuss Findings Regarding Green Space
 - Who owns it? Are there any State/Federal/Historical mandates regarding it
4. Review What Was/Was Not in Ruggco and Danson Proposals
5. Could a Proposal from 2010-2011 Be a Path Forward?
6. Set next meeting and Adjourn

Wheelock Facilities Task Force — Community Presentation Oct. 24, 2020



Above: 5 info panels, food at left. Below L: Town Hall discussion. Task Force members at R. Below R: Discussing Fall survey results, post-its to add ideas.



TOWN HALL

Goal Comply with ADA in most
COST EFFECTIVE WAY

Explored

- Many options for current facility
- New building for town office
- REPURPOSE existing structure
- Combine TH & garage in one new building
- Selling - new use creates new red tape & COSTS
- Spoke with regulators, engineers, funders, more!



1961 - present

Current thinking



1871-1961

Back to basics

Raise building off its foundation

Lower it down on new frost wall

New addition for office, washroom

No lift. No ramp. No stairs

Keeps historic status

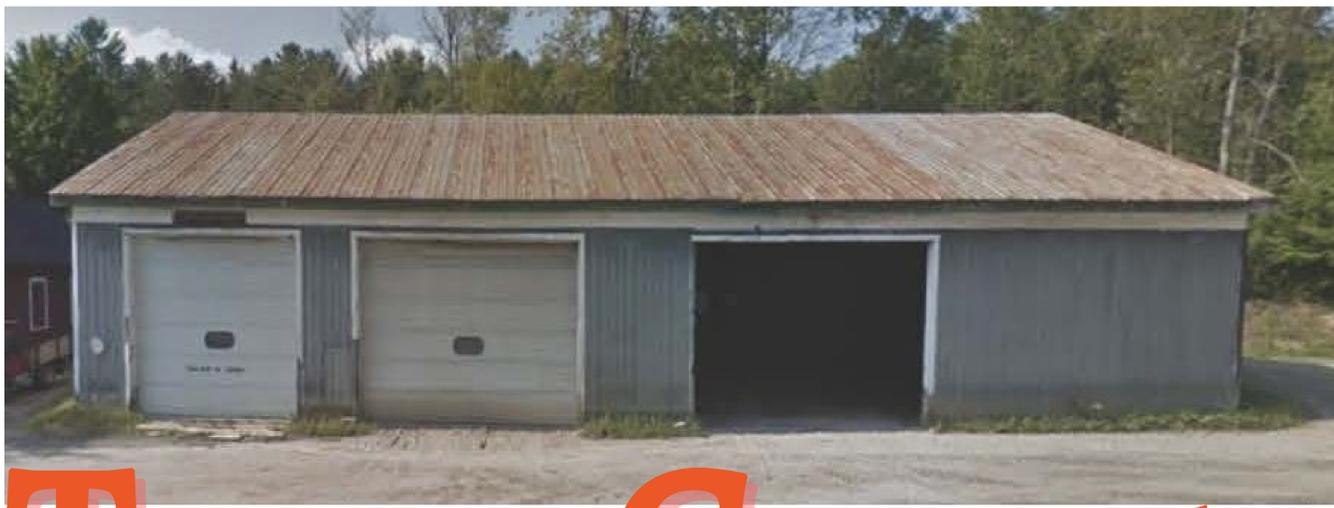
& the most grant opportunities

Next

Grants pending - further planning & discussion

*Paid for with a Small Grant for Smart Growth to
the Town of Wheelock*





Town Garage

Many Serious Deficiencies

- In a FEMA designated floodplain so more Town investment would be at risk
- Too small for all our vehicles + space to work
- Doors not regulation width - safety challenge
- Floor drain empties directly into river
- Washing vehicles outside with water tank may be creating a brownfield
- "Permanently" rented porta-potty - \$1,320/yr
- Risk of OSHA workplace violation
- Not possible to install a septic system

Current Thinking

- Hang in there, fix Town Hall situation first
- Seek FEMA floodplain buyout for current garage
- Erect steel "kit" building at Town Hall campus

*Paid for with a Small Grant for Smart Growth to
the Town of Wheelock*





DOJ & ADA



Jun 2019 - DOJ Met with Selectboard

Explained all deficiencies - 3 stages to comply

- * Easy/no cost DONE
- * Minimal/low cost DONE
- * Difficult/Costly - Agreement to comply

What if Town Does Not Comply?

No fees. No fines. DOJ sues us.

April 2020 - Agreement Timeline

3/9/21 Selectboard wants status update -
Public mtng. before Town Mtng.

12/31/21 Create accessibility proposal &
budget estimate

3/31/22 Town vote to approve proposal
Bond vote possible

8/31/22 Construction bid docs. done

12/5/22 Bond vote for construction costs

7/31/23 Construction begins no later than

*Paid for with a Small Grant for Smart Growth to
the Town of Wheelock*



AGENDA

Facilities Task Force Meeting

11/5/2020 – 6:30 pm

Meeting link: meet.google.com/ogd-nuot-wbz

1. Review Public Information Session

- Discuss the Good / Bad
- What can be done differently to increase turnout
- Discuss Future Date/Time/Place

2. Discuss Conversations with Jay Ancel

- Answers for any unanswered questions
- Tighten up the details on potential proposals (Attached Town Hall/Offices)
- What does Town Garage Look Like? Where is it going?

3. Green Space – Should we retain a small covered structure? Update?

4. Open Discussion

5. Set Next Meeting Time and Adjourn

Facilities Task Force Meeting Minutes

11/05/2020 – 6:30 pm

Meeting link: meet.google.com/ogd-nuot-wbz

Attending: Ryan Hanrahan, Steve Amos, Enid Ellis, Shane Lanphear, Eileen Boland

Meeting start: 6:38 PM. Need to end at 7 PM.

Review of the Public Information Session: Tabled

Conversations with Jay Ancel, architect, Black River Design:

Points outlined in this email formed the outline for our discussion, which is noted in blue.

From 11/3/20 email summary of phone call from Jay Ancel, Black River Design (BRD)

BRD will be providing two design options with some relative cost estimates. Jay hopes to have a proposal outlining a scope of design work drafted next week and will send by email to me, which I will forward to you all.

*Both designs will involve **lifting Town Hall and lowering it onto a new frost wall with crawl space**, mitigating the need for any lifting device, but requiring some type of new mechanical space for heat, water, and sewer.*

Design A:

*Town Hall has a new “**annex**” for municipal services (town clerk, additional meeting space, etc.), also at grade level, which will include the handicap accessible bathrooms. The annex connection would need to be enclosed, a hallway-type, not a walkway open to the elements with just a roof over it, which depending on the weather, could impose a hardship to reach the bathrooms.*

Design B:

*Town Hall and a new municipal services space are **separate buildings**. The Town Hall would need two ADA bathrooms and a mechanical space in a small addition off the back.*

Distilling the design options down to two clarified where and how ADA bathrooms would need to be situated. Unclear are the septic system needs for either design option and the possible addition of a future town garage on the campus.

Jay Ancel requested the name and contact information of our “civil engineer” (mentioned twice) so we will need clarification of whether a septic assessment and design must be done by a civil engineer for a municipal system. Eileen provided the contact information to Jay for Patrick Larsen <http://www.larsengeology.com/> who Ryan has contacted earlier. Shane assured us that although not a civil engineer, Patrick had the credentials and experience to do this work.

Information we need to provide:

- A rough outline of the “pre-engineered” **town garage** we are considering.

Steve urged Ryan to have conversations with Malcolm regarding the size, design, layout and fit up of a new town garage. Steve and Ryan agreed that the Ruggco garage design was a good proposal to continue considering. **Where it might be situated on the current campus is unclear.** Shane suggested a few hours in an afternoon to plot out some options with posts, tape, and spray paint; FTF members present volunteered to participate.

To be resolved: whether the office of the road supervisor should be in a town garage or in the municipal office area (Sutton and Sheffield have it in their municipal office). Eileen suggested there could be an office in one building and a simple workspace in the other.

Ryan to let Eileen know the outcome of a conversation with Malcolm so she can relay it to Jay Ancel.

- *How many bays?* Four bays
- *Any drive-through bays?* No
- *Will any vehicles be kept outside?* Not anticipated
- *Sprinkler - I said that we want to avoid a sprinkler system; he said that a system would require a tank, pumps, and lots of extra costs (see considerations below)*
Anticipated size 50 x 90, 4500 sq. ft., so no need for sprinkler system (<5000 sq.ft.). No sprinkler system is anticipated for the existing town hall and a separate or attached municipal office space.
- *Jay has some definite ideas about how to make an all-steel building "more durable", i.e., prevent rust on lower walls, prevent ice that falls off the roof from denting the building*
Shane is familiar with ways to protect and extend the life of a steel building, but also make it look better and operate more efficiently (e.g., heating).
- *An **assessment by a civil engineer**, before winter is best, of the elements necessary for a **mound septic** (soil test, size needed for new municipal space and garage).*
Steve feels that preliminary testing (soils, perc, etc.) has been done on the campus. He said there should be a document outlining the results at town hall. **Unclear whether Steve or Ryan will check on it.**
- *Jay wants the name and contact information of the civil engineer*
Eileen provided this info to Jay on 11/2/20. See notes above about Patrick Larsen qualifications.

A "**full plot plan**" of the property estimating where everything might go to ensure that it all fits. (Steve, do you have info on this from the Ruggco or EHDanson designs?)

Time permitting, Shane will take a stab at this using available GPS data. It would give us a better idea of where and how to mark out the options.

Elements in the plot plan: new town offices (annex or separate), town hall, green, town garage, septic mound, current septic, parking.

No suggested changes for the positions of the gazebo and monuments on the green.

Considerations: If none of these structures has a sprinkler system, they must all be at least 20 feet from one another. Fire lane access must be outlined. (Shane and Ryan I hope you have info/background on this point).

Shane stated a 20ft buffer will be needed for the town garage.

Considerations of cost, co-location of municipal staff, and easy access to Rte. 122, contribute to the solid agreement that if it fits a town garage should be constructed on the current campus.

Adjourned: 7:07 PM

Next Meeting: TBD, via Google Hangouts, Ryan will share some suggested dates/times

Respectfully Submitted: Eileen Boland