

Town Center Meeting
July 27, 2015
6:00 PM

Present: Julie Glover, Town Administrator; Cary Brown; Larry Kindberg; Ruth Eifert, Library Director; David Meeker; Thomas Dronsfield, Chief of Police; Ron Pitkin; Chuck Cox; Paul Gasowski; Janet Allen; Deb Schanda; Robin Estee

Absent: Lori Wright; Scott Nemet, Fire Chief; Brian Seeley (who provided notice that he will be resigning from the committee); Caren Rossi

Background Information: The meeting started in the Town Hall. The history of the Town Hall was provided by Ms. Glover. The Town Hall was built in 1846. The Annex was built on site in the 1950's as the Fire Station. The Library was an old School House which was built in 1897. The Library was moved to its current location in 1962 and additions were put on in 1972, 1984, and 1996. The Hobo Shed was built in the 1920's. The Historical Museum had previously been a train depot and was moved to the site from its original location.

Personnel: The Town Hall holds the Town Clerk/Tax Collector, three full-time employees (Town Administrator, Town Secretary, and Finance Officer) and is also used by the Cemetery Trustees, Trustees of the Trust Fund, Tax Assessor, Supervisors of the Checklist, and the Welfare Director.

Deficiencies: In the 2009 study, it was determined that the Town Hall was difficult to wire for modern uses. The building is sinking into the ground. The file cabinets have to stay on the supporting floor beams due to the weight of the files. Security is a big issue for the employees and for the records. The Town Clerk/Tax Collector has a better security system, but it is still not at the level it should be. The second floor does not meet ADA requirements. An elevator would require 3-phase power. No automatic generator system. The useable space is approx. 2000 square feet; the report suggested that the Town Hall and its employees need 6000 square feet. The building does not have sprinklers. The septic system has separate tanks and no leach field. No air conditioning other than window units. There was a big bug infestation last year. The property for the Town Hall ends at the building. The server is on the 2nd floor with no air conditioning.

Suggestions: The Town Secretary should be the first point of contact, behind bulletproof glass. The Town Administrator needs privacy. There is a generator in the Hobo shed that is used during power outages, but it is wheeled out with power cords running to it, protected only by cones. Main entrance could remain as the main entrance with some reconfigurations and security. There were suggestions about moving the records off-site, but that presents its own issues with employees driving to wherever the records are and retrieving the records that are requested. A new space would be ideal, in 2009 the estimated cost to fix the Town Hall was \$500,000. There is room to add 6000 square feet to the Public Safety Complex to the side, which would impact snow removal the least. Adding private offices and security would be the things to add first.

Hobo Shed: Houses the generator, the Police radar trailer (in the winter) and serves as work space for the Maintenance Supervisor. The mobile storage unit next to the Hobo shed holds the Heritage commission records and the Town Clerk's records. The storage unit is not climate controlled.

Library: Was a school house in 1892, brought to its current location in 1962 or 1965. There is a basement which is where the furnace is stored. The first floor is ADA compliant. The downstairs is used for the Children's area and story time. The floors are able to hold the inventory of books. The heavier files/books can be placed in the newer addition.

Deficiencies: There isn't much seating in the main room. The employees use the front entrance and the emergency exit. The useable space is 3900 square feet which includes the Children's area for story time, which is not handicap accessible. There are exposed propane copper pipes in the ceiling of the Children's area downstairs.

Suggestions: If the Library was moved, the Town Hall could occupy the space at the Library. Meeting space could be made at the Town Hall. Based on the demographics, the Library is looking for 6000 square feet.

Historical Museum Deficiencies:

- Steep stairs at the museum
- Needs more room

Additional Suggestions: It appears that the Town Hall is in worse condition than the Library.

- Move the Town Hall, update the existing Town Hall building and move the Children's area and story time to the Town Hall. (could increase staffing costs)
- Build a smaller Library than what was suggested at Town Meeting and move Town Hall to the Library.
- Move the Hobo Shed and connect the Town Hall and Library
- Tear down the Annex and make it parking
- Use the Annex for additional Museum space
- Move Hobo Shed to Annex side for more storage for the Heritage Commission
- Keep all Departments close together (or in one location) for convenience of the public

Next Meeting: At the Public Safety Complex on August 10th. Take a tour of the Public Safety Complex and then talk about options. Present "wish list" at the meeting or provide it prior to the meeting in email form to Ms. Glover.