

Town of Washington
Selectmen's Advisory Committee
November 30, 2010

Attendees: Arline France, Anthony Costello, Carolyn Russell, Jim Russell, Ron Jager, Gwen Gaskell, Sandy Robinson, Bob Wright, Drew Queen, Tom Marshall, Ken Eastman, Guy Eaton, Lionel Chute, Jim Crandall, Jed Schwartz and Bill Cole

Minutes taken by: Michelle Dagesse

Guy Eaton opened the meeting at 7PM and thanked everyone for coming out this evening. He advised that there were no special guests tonight. We as a group have met and conquered many tasks over the past year, such as the group in a whole, decided to raise the building and put in a full basement, test-borings have been done (with positive results that a full basement could be constructed), the lower level will hold the administration function of the building, a lift and stairway will be constructed outside and the third level open to the public. Tonight we as a group are going to discuss the best fit for the new lower level. Ken Eastman (for the Selectmen) had discussions with the Preservation Consultant, Lynne Monroe and Amy Dixon, of LCHIP, and our architect Rick Monahan, they all agreed and advised the Selectmen that the interior walls should remain untouched. This would be in accordance with the Secretary's of Standards and comply with the LCHIP grant. The proposed plan is to have the current main floor remain the same and be used as meeting rooms. The Selectmen provided the group with a homework assignment; a blank floor plan along with a list of estimated square feet needed for each position, the numbers were taken from the Task Force report and interviews with employees. Arline France advised the group that the mechanical room is not on the list and would need to be included in the floor plan. Carolyn Russell asked if the measurement (on the scale) is the same. Eastman said that it really is approximately 1/8" not 1/4" equal to one foot due to the fact that reduced copies were made from full scale. Lionel Chute asked if the Selectmen would be staying in their current room with the new floor plan. Eaton said that the Selectmen could. Jed Schwartz asked how is the body's decision going to be used by the Selectmen. Schwartz said he is concerned that we are being asked to break up this plan (handout provided by the Selectmen), I feel we really are not qualified to do this and that we could possibly help more by laying out what function would be on each floor, such as Administration of the first, Government on the second and community on the third. Eaton answered Schwartz's first question saying that the Selectmen appreciate the committees input as well as the communities input and thank everyone for their guidance. Eaton confirmed that no one's input will be taken lightly and we thank everyone for their time, energy and dedication to the project. Eaton said that the Selectmen realize that last meeting of the committee was a difficult one. Eastman said that he had spoken with Monahan during the past few weeks and he would like to have the group work on the lower floor plan and with the elimination of the decision about modification of the first floor walls, we are basically ready to design that floor plan. With the plan in hand, Monahan can massage and create bid ready plans. Ken Eastman said that Monahan reported that the new plans would be slightly less costly in consideration of the walls remaining in place on this floor. Jim Crandall said that there

has been resistance to taking votes in the past, but would we like to come to some consensus on each item, and then we can move on. Eaton answered this is why we went through the work we had accomplished at the start of the evening. Gwen Gaskell asked if the group is wasting their time or are our ideas going to be taken into full and equal consideration by the Selectmen at decision time. Eaton said that the Selectmen definitely would use all the input brought to them. Lionel asked if Jed was happy with the answer from the Selectmen. Lionel said it seems that they are aware of the need to get some consensus, and in general we are all at this point, and can we go to the next step and be detailed orientated and here (the handout) is some real stuff we can get through. Eaton said the other thing that I want to talk about is fundraising on behalf of the committee. Eaton has endorsed and insured the last two fundraising dances. We the Selectmen are always working towards preparing for Town Meeting and the budget. We like the idea of sending out a fundraising letter to all property owners asking for a donation at Christmas time. Does anyone have a problem with us doing that? Sandy Robinson said that momentum in fundraising is beneficial. A letter would allow people to get real numbers. Carolyn Russell said that she had drafted a letter after hearing Guy's idea earlier today and if anyone would like to review it she could make copies. Russell said that when I used to write such letter for the Rescue Squad the one that raised the most was one that all the members individually signed. The group on a consensus agreed to send a letter. It was suggested by Gwen Gaskell, Sandy Robinson and Carolyn Russell that a logo would be beneficial. Gwen suggested using the Old Home Day logo that Jed had worked on. Jed Schwartz said that having a logo would be the best. Sandy Robinson said that several posters and something in the Villager would be another option. Carolyn Russell said on the Town website is a good place as well. Sandy Robinson said that if a few members took a few letters with them and write a personalized note on it this would help the letter stand out. Ken Eastman said that the Lake Association sends out dues on a different colored paper this is a helpful reminder to the recipient. Guy suggested that Carolyn, Sandy and Jed get together to work on a letter. Anthony Costello said that his wife works with the Hillsboro Legion and that they participate in a program at the Belmont racetrack. The racetrack holds Texas Hold'em tournaments on Friday nights and a portion of the proceeds is donated to a non-profit group. The Selectmen will also be holding another dance in February a Sweetheart dance. Eastman said that he had contacted LCHIP during the recent weeks in regards to Lynne Monroe dropping out and asking if this would be held against us for future funding. Dixon confirmed that should not be a problem. Eastman read paragraph two from the Town's grant application and said that he was informed by Dixon that there would be no problem as long as we stick with the Secretary's of Standards. Eaton said that if there were private funds, in the future, could change the walls at a later time. Jed Schwartz asked if we are using LCHIP we are not taking the walls down? Eaton answered yes. Sandy Robinson asked that when we get the drawing these will be the drawings going to the Town we would not be getting new plans? Eaton confirmed we would not be changing the plans. Jim Crandall asked what are the absolute needs for the mechanical room? Eastman said that the architect should be able to tell us the measurements of the mechanical room. Arline France said that the architect is not listening this plan stinks the appropriate people are not placed together. Sandy Robinson asked if Arline and the Selectmen are willing to work on the floor plan and to work out the relationships between

positions and get the information to Rich Monahon the interaction function of a bathroom is difficult for us as a group. Robinson suggested we could forward information to the architect from the Task Force and the factuality of the office spaces. Eaton said that Monahon had only provided the Selectmen with boxes for Town Meeting. Carolyn Russell said that everyone here (as the public) uses all of the services but do not understand how these functions interact. Lionel Chute said that he agreed with Sandy and that Arline said more in a few minutes than we could in an hour of us being conscious and deliberating, but I think that the information should come back to the committee before it goes to the architect. Sandy Robinson said that she agrees with Chute but the committee is up against a wall time wise in preparation for Town Meeting. Jed Schwartz said that there is no doubt that whatever we turn over to Monahon he will have a lot of questions. Sandy Robinson said we (the committee) might need additional meetings before Town Meeting. Sandy Robinson said that we (the committee) would like to have enough progress before Town Meeting to make it clear picture to the townspeople. Carolyn Russell asked Eaton; we only need to have enough money at Town Meeting to complete the drawings; we don't need to have plans? Eaton said yes. Sandy Robinson said we, as a group need to be in a consensus at Town Meeting. Tom Marshall said that the public has not seen these drawings. Robinson said we need to come across positively at Town Meeting. Tom Marshall agreed and said that we need to say yes we are going to put the administrative offices in the lower level and governing offices here etc. Anthony Costello asked if the auto-cad drawings are available from Monahon. Costello said he could color coordinate and make the floor plan much more user friendly, Eastman will call Monahon to allow Costello access to the auto-cad drawings. Costello also offered his engineering services for the septic system and the rear access of the building free of charge. Eastman said that his email (previously sent to the group) included Task Force measurements and that he had spoken with Carolyn Russell as the Welfare Director, and the Town Clerk, Tax Collector and Michelle and these numbers should be accurate. Eastman's email had also included research and space needs from the Space Task Force Report and that these figures compared fairly well with current requirements and future needs. He agreed that "functionality" is still the missing piece.

Accomplishments at this meeting:

Jim Crandall asked if the group agreed to have the employees work on the floor plan. The committee agreed. Carolyn Russell said that she would email everyone this evening a draft of the fundraising letter. Sandy Robinson asked if comments/suggestions should be sent to her. Russell agreed. Jed Schwartz will work on some stationary for the fundraising letter. Eastman will contact Monahon regarding the status of the supporting posts in the back wall, the size requirements for the mechanical room, and the release of CAD data. Those answers will be emailed to the committee.

Upcoming Dates and adjournment:

The next meeting will be on Thursday, December 16th at 6:00PM to review the consensus of the employee's suggestions, in reference to the floor plan layout, with the committee. Eastman motioned to adjourn at 8:03PM. Eaton seconded the motion. All voted in favor.