

Proctor Town Office Committee
Special Meeting Minutes
June 29,2017
6:00 – 7:47 p.m.

Committee Members:

Bill Champine
John Corliss, Chair
Jodi Jones
Paula Kearney, Vice- Chair
Celia Lisananti
Lisa Miser, Recorder
John Zawistoski

Guests:

Ed Clark - NBF
Bob Protivansky

I.Call to Order

The meeting was called to order at 6:05 by John Zawistoski.

II.Review and Approve Agenda and Minutes

Bill Champine made the motion to approve the agenda as presented. The motion was seconded by Paula Kearney, unanimously approved.

Paula Kearney made the motion to approve the February 2,2017 minutes as written. The motion was seconded by Bill Champine, unanimously approved.

III.Elect a Chair

Jodi Jones made the motion to elect John Corliss as the chair. The motion was seconded by Paula Kearney, unanimously approved.

IV.NBF Report & Cost Estimates – Ed Clark

Ed Clark was present and provided several handouts showing cost estimates, with ledge removal and partial removal.

Discussion revolved about the required square footage needed versus wanted.

Committee members inquired about the report, and his statement in the email.

It is Ed Clark's opinion that the space is inadequate for a "contemporary town office". When reviewing an older document (prepared by NBF) of footage wants, the current square footage numbers were not significantly different. John Zawistoski and Paula Kearney will meet with Ed Clark to tweak aspects of the drawing, focusing on the needs in place of the wants.

V.Project Financing

See action items.

VI.Action Items/Responsible Persons

Bill Champine and John Corliss will request the funding list from Town Manager Stan Wilbur, and pass on to committee members.

They will also provide the requirements of funding from the State and National Historic Register/Historic Preservation. John Zawistoski provided the committee with the October 11,2016 Proctor Town Office Committee Recommendation to the SelectBoard on solutions for a new or upgraded Town Office site handout.

VII. Adjourn

The meeting was adjourned at 7:47 p.m.