

**Town of Moretown
Office of the SELECTBOARD**

Unapproved minutes of the September 24, 2007 special meeting held for the purpose of reviewing the Moretown Town Hall repairs and renovations 2007 draft from Tom Keefe and the Byway grant.

This meeting was open to the public and a number of the town hall committee members were present including: Patty Moulton, Evelyn Goss, Sandra Reagan, Kelly Reagan, Vee Lynch, Clarence Wood, Denise Gabaree, Jack Barnes, Tom Keefe of Keefe and Wesner Architects, Doug McIntosh-town hall Manager, Kara Herlihy-The Valley Reporter, Cheryl Brown-Clerk for the Selectboard

Selectboard members present were: Paula Mastroberardino, Rae Washburn III, John Hoogenboom, Don Wexler, Stephanie Venema

Paula called the meeting to order at 5:30 and introduced Tom Keefe.

Tom gave an overview of how he came up with his repair/renovation analysis. He said the draft (being handed out tonight) and the plans he brought tonight are 75% complete, what is needed now are decisions from the Selectboard on some of the options that will be identified later tonight during the meeting. Tom said by walking through and outside the building, he identified the repairs and thought of renovation options. Efficiency Vermont and the Vermont Fire Marshall were two agencies that offered help with the renovation and repair suggestions listed in tonight's plan in an effort to improve the safety and operating costs of the building. Tonight's handout includes preliminary cost estimates for the eleven items being identified in the repair/renovation plan, with a total project cost estimate of \$179,000. The list is broken down by priority so the work can be done in phases.

A copy of the handout will be attached to tonight's minutes.

The list was reviewed item by item with comments and suggestions made by the board and town hall committee members. Tom emphasized that all of the repairs or renovations outlined on the list are in line with historic preservation guidelines. The group notes that only the upstairs qualifies as historic preservation.

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Comments at the meeting not reflected in the draft from Tom:

Drainage – the subsurface membrane (synthetic rubber screwed into the concrete) will extend 3’ – 4’ from the building and the area around the foundation will be built up to allow water to run away from the foundation – the town will need to address drainage the storm water away from the building. Because the structure of the building/roof is not changing, no extra runoff will be created by this project.

Porch (woodwork) repairs – there was much discussion about having a railing around the porch versus raising the soils, having steps along the entire front, and how to “get around” meeting the required minimum drop without changing the look of the building.

The current steps must go as they do not meet historic guidelines.

The railing issue will definitely be on the list of “decisions” that Tom will create from tonight’s meeting.

Window and Door repairs – for now the vandalized windows will have the glass panes replaced and winterized. The group seemed to lean toward placing storm windows on the 13 upstairs windows (storms stay on all year or you can remove a couple for ventilation if you want to) rather than thermal pane windows for two reasons –

1. even though the cost of the storm windows are a little more (about \$650 ea.) the historic preservation of the windows will remain in tact with storm windows. Because of this a historic preservation/energy efficiency grant might offset the price difference or possibly Efficiency Vermont might help with the extra costs.
2. storm windows are the most energy efficient

Roofing – any holes in the roof will be sealed before painted. The flashing will be cleaned up and repairs done to the roofing as needed.

Chimney – no additional comments

Painting – clapboards will be repaired or replaced as needed. Tom will make the contractor selected aware of the Ward Clapboard Mill nearby. The lift will have a new door and painted/crushed slate at the entrance and the roof overhang will be extended. The same on the side door.

Furnaces – the upstairs furnace needs to be repaired or replaced Gillespie Fuels provided a quote to repair the upstairs furnace with parts from the existing downstairs furnace and install a Rinnai furnace in the down stairs for about \$2,400.00.

Restrooms – are large enough to have two handicap accessible bathrooms. ADA requires at least one (and one is) of the bathrooms be handicap accessible but unless both are unisex, which would be the less expensive route (of which Tom is not in favor), the second bathroom would have to be remodeled.

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Storage rooms – there were not a lot of additional comments from the work on the plan.

Hall stairs – there were not a lot of addition comments from the work on the plan.

Hall floor – Tom recommends either

Kitchen – there was much discussion on the kitchen. Double doors will be installed to allow removal of the large stove when/if needed. Most present would like the large stove removed and two electric/gas stoves placed side-by-side and the hood removed. It was determined that even if the large stove were to be removed and two household sized stoves (whether electric or gas) the fire suppression system (hood) would have to remain to keep the kitchen a “cooking kitchen” rather than a “warming kitchen”. All want to keep the kitchen a cooking kitchen, so the decision was to keep the large stove in place.

The kitchen ceiling will be sheet rocked rather than drop/tile.

The serving windows will remain.

Certain cupboards that are not used will be removed to create additional counter space.

The flooring doesn't necessarily have to remain tile as long as it isn't slippery.

Refrigerator can remain where it is and still keep the kitchen efficient to work in.

Dining room – Drop ceiling tile will remain as heating ducts are in the ceiling and should remain accessible.

The knotty pine stays. Rot will be cut off and baseboard will be placed around the bottom.

The cement will be cleaned and painted.

The walls by the lift will be cleaned and painted.

Tom recommends epoxy on the floor. He said it is a hard surface – you can paint it- it's very resistant to damage – you can fill in the irregularities – it's less expensive than regular flooring – you can treat the epoxy so it isn't slippery. Tile or wood are the other alternatives. Tom thinks wood should not be a consideration. A floor drain was mentioned but no recommended by Tom. He the plan addressed taking care of the water problems.

NEXT STEP:

Tom will summarize what was talked about tonight and present questions/decisions that need to be made so that the other 25% of the project can be finalized and the bid process can begin. [what flooring, do the project in phases, porch railing etc?].

The Town needs to address the drainage. Rae will talk with Craig about what needs to be done and how to do it.

Bids requests should be ready to go out in February or March. There is a significant amount of inside work that could be done this winter so the sooner the better.

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The windows that were vandalized should have the glass panes replaced as soon as possible and the furnace addressed soon.

Preservation Trust of Vermont – Vermont Historic Preservation – Efficiency Vermont, are a few agencies where money might be available to help fund the project once a definitive plan is in place.

Next meeting for working on the town hall business will be on – Monday, October 15, 2007 at 5:00 p.m. at the town office.