

South Thomaston Library and
Community Center Facilities Committee
Minutes

July 30, 2024 at 5:30 PM Town Office

Present On the Board: John Koffel, Pennie Alley, Candace Smith, Kevin Bunker, Michael Kalinowski, Catherine Lerme, Marcia Turner, Maureen Spencer, Lynn Tootill

Others Present: Moira Paddock, Kate Clark, Sally Merchant, Sondra Wallace, Virginia Slawson, Denise Rzeznikiewicz, John Spear, Hannah Moholland, Terri Baines

Zoom: Ervin Curtis, Nancy Goslin, Paul Dimaggio, Sue Winters

1. Call to Order (Conducted by Hannah Moholland)
 - a. Hannah called the meeting to order at 5:36 PM
2. Orientation (Conducted by John Spear/Hannah Moholland)
 - (a) Nature of Committee
 - (i) Spear discussed that the committee is a Town Committee and is subject to FOAA and Town Policies
 - (b) Town Policies/Procedures
 - (i) Meeting Notices
 1. The Committee is required to post notices of the meeting five days in advance of the meeting. The Chair of the Committee will have to send it to the Town Administrator for distribution.
 - (ii) Remote Meetings
 1. Policy on remote meeting asks that they should be present during the meeting, however if you can't make it, zoom is available. If you vote with someone on zoom, it must be made known who is voting and what the vote was. As well as the Same materials that the committee produces must also be available to the public if they request it.
 - (iii) Minutes
 1. Every meeting must produce minutes.
 - (iv) Purchasing/Contracting
 1. Anything over \$400 that was not budgeted needs the Selectboard's approval.
 2. Grants also require prior approval from the Selectboard.
 3. Donations need to be approved prior to use by the Selectboard
 - (v) Acceptance of Donations by BOS
 - (vi) Prior Approval of Grant Applications by BOS
 - (c) FOAA

(i) Public Proceedings

1. The public is allowed to attend but they are not entitled to speak during the meeting unless there is a part of the Agenda such as Public Comment for the public to have a say.
2. Public proceedings need to be properly posted and minutes taken.
3. The Committee may go into an executive session which the public is not allowed to attend, only for very specific reasons that are outlined in the Law. Spear stated that he didn't think the Committee would need to go into executive session. maybe only when they would be purchasing abutting land or along those lines.
4. If three people on the Committee email about a project or a discussion about the Committee, it is against the law as it would need to be made public and would need to go through the posting procedures.

(ii) Public Documents

1. Any documents that are on a personal laptop are subject to be subpoenaed to court. Any document that is in reference to the Committee is a public document and the citizens can ask to see them.

(d) Mission

3. Election of Chair (Conducted by Hannah Moholland)

- a. Moholland asked for nominations for the election of chair. The Committee went around to introduce each other along with their strengths and weaknesses. After a discussion, Candace Smith nominated Pennie Alley Chair and Kevin Bunker as Co-Chairs, Catherine Lerme seconded the motion.

9-0 in favor vote

Pennie Alley took over as chair to lead the rest of the meeting.

4. Arrangements for Taking of Meeting Minutes John Koffel was affirmed as Secretary by a 9-0 in favor vote.
5. Adjustments to the Agenda: None
6. Public Comments for Items Not on the Agenda:None.
7. Consider Nomination to LCC Auxiliary Board of Directors (To Replace Barbara Reitz Whose Term Expires 8/3/24) Pennie Alley nominated Candace Smith. 9-0 in favor vote.
8. Consider Nomination to LCC Auxiliary Board of Directors (To Complete Rhonda Nordstrom's Term) Pennie Alley indicated that the Select Board was responsible for nomination to replace Rhonda Nordstrom. No action taken.

9. Discuss Committee's Plan of Action Moving Forward:
 - a. Kevin Bunker urged the members to review all prior committee work before the next meeting. Stressed that all real estate projects are fundamentally iterative over time as information develops. . Plans will be modified over time as investigative work progresses.
 - b. Kevin Bunker suggested an initial 18-month time line for architectural including structural, mechanical and civil engineering. Architectural work to be informed by what is practical. No professional discipline to get out in front of the other.
 - c. Catherine Lerme asked whether the committee should consider a program that includes moving the town offices to GB. Pennie Alley said this would be a later consideration.
 - d. Discussion ensued about the selection of an architectural firm. Kevin Bunker submitted a proposal from Archetype listing extensive renovation projects. He will solicit a second proposal from Winton Scott. All propels to offer a fixed price through Concept drawing phase. Catherine Lerme suggested Zander Shaw-Z Architects. Several members expressed a need to start fresh with an architectural firm that has extensive with renovation and new construction. Kevin Bunker said architectural and structural planning are subject to well defined codes not based on local knowledge so an architectural firm need not be Civil engineers often reference a local body of professional work making it preferable to place this work with local firms.
 - e. Discussion of committee outreach methods included the Town list serve, direct mail, and signs at the Historical Society, the Town Office, and GB.
 - f. The committee voted in favor of holding all future meetings at the Gilford Butler 9-0 vote in favor.
 - g. Terri Baines produced a survey of the property by Beal who has done other work for the Town.
 - h. Members of the public Paddock, Wallace, and Merchant were recognized and spoke about the need to plan for the Town emergency shelter, EV chargers and to seek a proposal from a local architect with final selection as the Facilities committee may vote.
10. Other Business: None
11. Correspondence: None
12. Schedule Next Meeting: August 27, 2024 at 5:30 PM at Gilford Butler.
13. Adjourn: Pennie Alley motioned to adjourn. 9-0 vote in favor.

Join Zoom Meeting

<https://us02web.zoom.us/j/87930851370?pwd=WC81STQ1WIFTalg0RINvcGdsMkNDdz09>