

Select Board, June 6th, 2013

**Town of Castleton
Select Board
Meeting of June 6th, 2013
Castleton Town Offices**

MEMBERS PRESENT: Thomas Ettori, Cristine Smith, John Hale, Wenger Rehlen, Ed O'Shea

MEMBERS NOT PRESENT: None

OTHERS PRESENT: Charles Jacien; see attached list

Meeting called to order at 6:05 by Chairman T. Ettori.

Work Session-556 Main Street

Chairman T. Ettori stated that this is a work session for the Board.

J. Berryhill presented the plans. He stated that he has met with the staff a couple of times, and is also aware of financial limitations. He stated that his intent is not to add on to the building except for perhaps the vault. He stated there is roughly 4400 square feet for the whole building, although there are some inefficiencies with two stories. He indicated that he felt it was important to locate the offices that see the public often on the first floor, such as the Tax Department and the Town Clerk. He stated that the Police Department will also be located on the first floor with 3 parking spaces in the back of the building dedicated to the police. The entrance of Main Street would also have a covered porch and lobby which would be similar to a bank lobby. At the right corner of the stairs, a small meeting room would be located which could accommodate 12-13 people. Most of the other town offices are upstairs. He stated there are plans for 1 small lula, which he feels will meet the requirements for handicap accessibility. Also, he stated the Town Clerk indicated that the vault would not be large enough, so he would like to build another vault right next to it. That and the porch would be the only two new items. He stated that the foundation looks like it is in decent shape. The floors are not level, and the roof will need to be restructured.

Chairman T. Ettori asked if the entire stairs would be covered and airlocked. J. Berryhill stated that they would be.

Chairman T. Ettori asked about the lula. J. Berryhill stated that a variance would be required, but that with historic buildings, it is usually granted. He stated the use would be limited, and the weight limit would be 750 pounds.

W. Rehlen asked about the cost difference between a lula and an elevator. J. Berryhill stated that it is likely around \$60,000 for an elevator and \$30,000 for a lula. Also, an elevator would be 2-3 times the size of a lula. W. Rehlen asked if there would be grant money for a lula. J. Berryhill stated it would be unlikely.

J. Hale suggested putting the glass vestibule inside. J. Berryhill stated it is possibly, but he would prefer it outside.

W. Rehlen questioned whether the vestibule is truly necessary. J. Berryhill stated that without some type of airlock, employees would be cold during the winter. Also, it is to protect the public from falling snow.

E. O'Shea asked where the mechanicals would be located. J. Berryhill stated that the boiler would remain in the basement. He stated he wants to make the basement usable space for storage. He stated that a heat recovery unit would be placed in the attic for ventilation.

E. O'Shea asked about keeping the servers cool. J. Berryhill stated that most officers will have the server room with the air conditioning next to it. E. O'Shea stated he feels central air is necessary. All members of the board agreed that air conditioning is necessary.

W. Rehlen asked if there would be duct work in place for central air. J. Berryhill stated that he has not had his engineers look at the plans yet.

C. Smith expressed concern about needing a new vault in the future. J. Berryhill stated that it would ideally be added initially, but would need a variance.

J. Hale stated that he believes public service buildings don't need building permits. Town Manager Jacien noted that 2 lawyers' opinions stated that the town is subject to its own zoning.

W. Rehlen stated that he would like to see an alternate plan with an interior vestibule.

Chairman T. Ettori asked if Bacon Davis was triggered, if it is the entire job or just that portion. J. Berryhill stated it is the entire job. He also noted it is more paperwork for the contractor, but doesn't typically increase project cost.

E. O'Shea asked if there was any way the second floor could be all one level. J. Berryhill stated that there is an issue with ceiling height.

W. Rehlen expressed concern with the meeting room size. J. Berryhill stated that other offices were not large enough. He stated that the lobby could be used for larger meetings. W. Rehlen suggested a retractable wall in between the meeting room and the Town Manager's office so it could be opened for larger meetings.

J. Hale asked where the evidence lockers would be located. J. Berryhill stated he will show them in his next plan.

W. Rehlen questioned whether it was necessary to have 2 bathroom side by side in the Police Department. J. Berryhill stated that it was recommended to him by the Chief. One bathroom would be for staff use, the other would be for people who had been arrested or were being held/questioned.

Town Manager Jacien asked if the basement could be accessible by elevator. J. Berryhill stated that he would recommend it.

M. Jakubowski asked about window replacement. J. Berryhill stated that the entire building would have the windows replaced.

S. Loomis asked if there were plans for bulletproof glass, etc. for the Police Department. J. Berryhill stated there would be. S. Loomis suggested looking into a vault with a purification system for stored drugs that had been seized.

B. Potter expressed concerns about the basement condition, the overall budget, and about investing a great deal of money into a building that may not be worth it.

M. Combs asked if the Board was seeking to find out what it would truly cost to renovate the building correctly or if they had a budget they were trying to stay within.

Chairman T. Ettori stated that J. Berryhill is aware of the current available funding, but if it costs more, so bet it. M. Combs stated that in that case, the plans should be based on what is needed, not on a budget.

M. Combs stated that based on the layout of the plans, it may be necessary to consider a receptionist to direct, greet, etc.

J. Potter asked about the front doors. J. Berryhill stated that they would have to be redone.

T. Kearns asked when a definitive cost would be given. J. Berryhill stated that it would be a couple of weeks.

M. Finnegan suggested focusing on preservation of the building, and doing the project right.

Town Manager Jacien asked H. Hitchcock her opinion of the porch out front. H. Hitchcock stated that she is not sure it is fitting with the historic nature of the building. J. Hale stated that he has spoken with members of the community who are okay with the porch so long as it is done correctly.

R. Combs stated that he does not have a problem with the porch and does not feel an interior vestibule is a good idea. He also agreed that a lobby that size would need a receptionist.

H. Goyette asked about fire suppression in the vault. J. Berryhill stated that sprinklers would not be desirable in a vault, and the vault is technically fireproof.

M. Combs suggested putting the meeting room in the back and moving the Town Manager secretary up front. J. Berryhill stated that he did not think it would gain much room space.

J. Berryhill noted that there is a space for a receptionist desk in the lobby.

Chairman T. Ettori stated that the Board would like to see the plans include the following:

- Indoor vestibule
- Elevator
- ½ wall in the mail room/copier area
- No wall between the meeting room and the hall
- Retractable wall between the Meeting room and Town Manager's office
- Air Conditioning

Adjournment:

MOTION

Motion to adjourn by J. Hale. Seconded by C. Smith. All in favor. So voted.

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The meeting was adjourned at 7:30 P.M.

Submitted by Brittany Gilman