

**TOWN OF NEWFANE
TOWN OFFICE BUILDING COMMITTEE
MEETING MINUTES
October 4, 2016**

Members Present: Doris Knechtel; Frank Suponski; Gary Delius; Carol Hatcher (Select Board Member); Mel Martin; Karen Astley

Absent Member(s): Meghan Monro

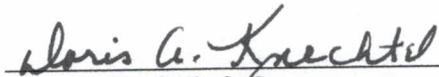
1. **CALL TO ORDER:** Doris Knechtel opened the meeting at 5:00 p.m.
2. **INTRODUCTIONS:** Each member introduced themselves and let the committee know who they were and what skills they brought to this new member Town Office Building Committee. Between the members there is architectural, building/construction, general contractor, public health planning, fiber optic/HVAC, planning and zoning, administrative, and the overall goal to be good stewards for the tax payers.
3. **ELECTION OF CHAIR PERSON:** Frank Suponski made a motion to appoint Doris Knechtel as the Chairperson for this committee. Doris Knechtel accepted. Carol Hatcher seconded the motion. Motion passed.
4. **ELECTION OF SECRETARY:** Frank Suponski made a motion to appoint Karen Astley as the Secretary for this committee. Karen Astley accepted. Gary Delius seconded the motion. Motion passed.
5. **BRIEF DESCRIPTION OF OPEN MEETING LAW:** Carol Hatcher as a Select Board member along with Doris Knechtel emphasized the importance of warning meetings properly and having minutes completed in a timely manner. Two handouts were distributed and discussed. The Secretary is aware of the rules for open meeting law.
6. **DISCUSSION AND PLAN FOR MOVING FORWARD ON TOWN OFFICE IMPROVEMENTS:**
 - Doris Knechtel gave each member a folder with handouts relative to the Town Office including Property Assessment Report along with a handout of the current conditions, proposed renovations of current building and the proposed new construction of the town offices. Also included was a sketch with adjacent properties showing tax information and assessment values.
 - Gary Delius reminded the committee because there is a petition there has to be a re-vote within a specified amount of time (60 days), hence the date of November 8, 2016.
 - Discussion ensued on why the Bond Vote failed the first time through. The first and foremost was based on cost.
 - A public hearing is set for October 29, 2016 at 1:00 pm relative to the Town Office Bond vote. The committee agreed this meeting should be strictly informational with as much information to prepare the community for a re-vote.

- Information should include dollar figures; what will the taxpayers be getting for their dollar? Without facts the current information lacks validity. The committee will validate the current information; compare the three options and move forward with a truth base marketing approach for the community in a short time frame. As a committee, the goal is to be financially responsible with presenting the facts along with validating the costs in each option.
- Concerns are evident such as privacy and confidentiality within departments and for the public, security of files, ADA compliance, human and storage space planning, cost per square foot of renovation/construction, tax base gain/loss for and from adjacent properties, 100 year storms along with septic and water well concerns relative to additions and new construction. Also mentioned were the reserve fund/capital improvement and/or establishing a non-profit for donations to construct/renovate.
- Each member agreed to commence with research and prepare for the next meeting.
 - Doris – Survey the staff for space needs
 - Carol – Contact VLCT and research other towns who are renovating/building new offices
 - Gary - Researching Vault/Land Records
 - Mel – Contacting Contractors
 - Karen – Gathering info on Westminster Town Hall Renovation Project
 - Frank – Contact Robin Sweetapple

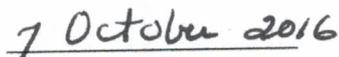
7. OTHER BUSINESS: A handout was presented to the committee relative to the upcoming Bond Vote to finance the municipal office.

8. Date of Next Meeting: The next meeting is scheduled for **Tuesday, October 11, 2016** at 5:00 pm in the Town Offices.

9. Adjournment: Frank Suponski made a motion to adjourn at 6:50 pm. Mel Martin seconded the motion. Motion passed.



Signature of Chair Person



Date

Prepared by: Karen M. Astley, Secretary

(Note: These are unapproved minutes. Corrections, if necessary, will be found in the minutes of the next Town Office Building Committee meeting minutes.)