

**TOWN OF NEWFANE  
TOWN OFFICE BUILDING COMMITTEE  
MEETING MINUTES  
January 12, 2017**

**Members Present:** Doris Knechtel (Chair Person); Frank Suponski Karen Astley  
(Recording Secretary)

**Members Absent:** Carol Hatcher (Select Board Member); Gary Delius (Select Board  
Member); Meghan Munro

1. **CALL TO ORDER:** Doris Knechtel opened the meeting at 5:34 p.m.
2. **ADJUSTMENTS TO THE AGENDA:** None.
3. **ACCEPTANCE TO THE MINUTES:** Doris Knechtel made a motion to accept the minutes as written. Frank Suponski seconded. Motion passed.
4. **COMMUNICATIONS AND PUBLIC COMMENT:** No public attended meeting.
5. **UNFINISHED BUSINESS:**
  - a). **Painting Exterior Building & Interior Offices:** Doris Knechtel handed out paint estimates from 2014. She also had estimates for roof repair and siding. Given the committee have previous estimates this is a base to work from but will request current cost estimates for a more concise cost. Frank Suponski priced out cedar siding for the building at a cost of \$9,500. Frank thought it best to recommend to the Select Board one option that will be cost effective and last longer.
  - b). Karen Astley handed out a one page “Town Hall Renovation Timeline” from a neighboring municipality with costs to date. This information is a good base for comparison as the committee moves forward.
6. **NEW BUSINESS:**
  - a). Doris Knechtel attended the January 9<sup>th</sup> Select Board meeting. She gave the Select Board a request for money to allocate into the “Town Office” Capital Fund for FY 2018. This money would be used to potentially side, paint the outside and inside of the building. She also suggested the Board have someone check and repair the slate roof. One other item, as a safety issue, is to run a wire in the main room from the front to the back exit in order to operate the lights from either side of the room.

Doris Knechtel gave the committee minutes from the Special Budget Meeting. The Select Board proposed \$50,000 for the Town Office to be entered into the planned acquisitions for 2017-2018. Discussion ensued with a question of “how much money is actually in the “Town Office” capital fund?” Doris stated there is approximately 72,857 in the fund based on the expenditure report dated January 9, 2017. It is unclear to the committee whether “surplus” funds can be allocated by the Select Board without voter approval.

Doris Knechtel gave the committee information from the Town of Lincoln as they had an open house for their new office building. Doris stated she thought it would be a good idea to contact them and find out the details about their project. Karen Astley will reach out to them and bring information to the next meeting.

Discussion broke out about whether or not the committee should recommend the Select Board create an article for town meeting asking the voters to raise, through taxation, the amount of money for the renovation/addition. Both Doris and Frank agreed it is premature and we are not in a position to do that without validating costs.

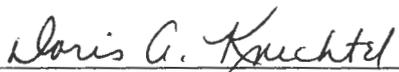
Doris Knechtel spoke about the window quilts and how dirty they are. If the interior is going to get a fresh coat of paint we should look into cleaning or replacing the current shades. Doris will research the most economic way to do this and bring information back to the committee.

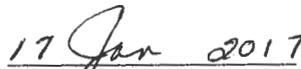
Moving ahead the committee will obtain estimates and look into grant money, if available, to ease the cost of renovation/addition.

**7. OTHER BUSINESS (Discussion/Action):**

a). Date of next meeting is January 19, 2017, Thursday at 5:00 p.m.

**8. ADJOURNMENT:** Karen Astley made a motion to adjourn at 7:00 p.m. Frank Suponski seconded the motion. **Motion passed.**

  
\_\_\_\_\_  
Signature of Chair Person

  
\_\_\_\_\_  
Date

Prepared by: Karen M. Astley, Recording Secretary

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