

Town of Cornwall
Capital Budget Committee Meeting Minutes
Thursday, July 7, 2016

Present: Committee members Mary Conlon, Magna Dodge, Ben Wood, Stu Johnson, Sue Johnson, Jake Chapline, Denny Rheume

Ashar Nelson and Lealoni Coathup of Vermont Integrated Architecture also attended.

The meeting was called to order at 6 PM by Sue Johnson. Most of the meeting was devoted to discussion of the planned renovation of the Town Hall, with Ashar Nelson and Lealoni Coathup participating.

Photovoltaic Panels

Cornwall residents have expressed an interest in having photovoltaic panels installed on the south side of the Town Hall roof. A poll in the town newsletter generated positive response to this idea. The building's new roof will be designed to be PV ready, but installation of panels will be separate from the renovation project. The VIA design team will investigate electrical-system requirements to connect to the PV system to the grid.

Project Budget

There have been no changes to the budget presented by Ashar at the last meeting (June 9, 2016). Sue reported that arrangements for a line of credit with National Bank of Middlebury have been completed.

Design Review

VIA has been working on the drawing set, which Ashar and Lealoni reviewed with the committee. Sue and Lealoni have developed a new layout for the Town Clerk's office, based on what they learned by touring other town offices around Addison County. Ashar noted some other minor changes from the preliminary drawings, resulting from VIA's inspection of the building.

The issue of building security and the possibility of placing security cameras inside or outside was raised. The committee felt that some members of the public might find cameras intrusive. This topic was tabled pending more discussion and perhaps public input.

Project Schedule and Logistics

Sue said that she will begin preparations to clear out the building this fall. Major work inside cannot begin until after the November election. Some exterior work on the site, the foundation, and the roof could start sooner without interrupting Town Hall business. Outside work will require accessing or temporarily placing equipment on neighboring property. Sue will contact property owners to secure permission.

Sue hopes to move the town's collection of historical artifacts to the DAR building. Library books and some town records will be stored in a rented trailer or storage unit on the Town Hall property. The committee discussed multiple solutions for relocating the Town Clerk's office

during construction. The DAR building, the fire station, and the town garage have all been considered, but all have serious drawbacks, primarily involving accessibility and security of records. Sue is investigating renting a trailer, such as those often used for offices on construction sites.

Contractor Selection

Committee members raised concerns about the availability of contractors to perform the renovation work. Ashar recommended alerting possible contractors as early as possible. He will draft a warning to be issued in August.

Update on 2015-16 Capital Budget

Sue provided a quick update on capital budget expenditures during the fiscal year that has just ended. No major equipment purchases were made during the year, but funds have been set aside for purchase of a new roadside mower and a plow truck in the current fiscal year. The capital building fund has a balance of \$240,983 carried forward for the Town Hall renovation.

Next Meeting

The Capital Budget Committee will meet again in the town office on Thursday, August 4, beginning at 6 PM.