

**Town of Cornwall, Vermont**  
**Capital Budget Committee Meeting**  
January 15, 2015

Members attending: Sue Johnson, Stu Johnson, Magna Dodge, Denny Rheame, Ben Woods, Jake Chapline, Mary Conlon

Sue Johnson called the meeting to order at 6:30 p.m. There were three items on the agenda:

- Discuss Vermont Integrated Architecture's proposal for design work on improvements to the town hall.
- Schedule the date for the public informational meeting on the capital budget (February 3, 2015, beginning at 7 p.m. at the Town Hall).
- Approve the write-up on Capital Budget Committee activities for the Town Report.

Sue introduced Ashar Nelson of Vermont Integrated Architecture (VIA), who had come to review his company's proposal for architectural services. The committee is seeking a design for Town Hall improvements including: reorganizing the Town Clerk's office; enlarging the vault for storage of town records; updating the building to meet current standards and codes, including providing access to the second floor for handicapped persons.

The committee had solicited proposals from several architects, but VIA was the only firm to submit one. Mr. Nelson noted that his company has worked on major projects involving public buildings in a number of nearby communities and has extensive experience working on historic buildings.

Mr. Nelson explained that VIA proposes to develop the design in four phases:

1. Pre-design. This includes measuring the building to create existing-condition drawings to use as a base for designing renovations and an addition. VIA will also conduct a review of codes and regulations that could affect the design.
2. Schematic design. VIA will develop design concepts to satisfy the project goals, keeping in mind possibilities for improvement of adjacent town-owned land.
3. Cost estimating. VIA will work with Millbridge Construction of Middlebury to calculate construction costs for the final design. These will be incorporated into a total project budget.
4. Final presentation. VIA will present the final schematic design and the project budget at a public meeting.

VIA's estimate of the cost for those design services is \$9,875.

Since work on the Town Hall renovation and addition might not begin for several years, Mr. Nelson was asked how useful cost estimates prepared now are likely to be. He responded that it is possible to project cost increases into the future pretty accurately, and VIA will provide projections when it calculates the total project budget. The committee also asked whether it might be possible to do the work in several stages, rather than tackling it all at once. He said that the project could be approached that way, but it is always more efficient and less expensive to do the whole job at once.

After Mr. Nelson concluded his presentation and left the meeting, the committee briefly discussed the proposal and agreed to proceed with it. Stu Johnson moved that the VIA proposal be formally accepted. The motion was seconded by Mary Conlon and passed unanimously. Sue Johnson said that she would get in touch with Mr. Nelson and arrange to get the predesign phase started.

The committee agreed to schedule a public meeting on the Town Hall renovation in the spring, before work on the schematic design begins, to answer any questions that town residents might have and to solicit their input.

Moving on to other business, Sue announced that a formal public meeting to discuss the 2015-2016 capital budget has been scheduled for Tuesday, February 3, at 7 p.m. at the beginning of the regular Select Board meeting. She distributed updated copies of the capital budget spreadsheets and urged members of the committee to attend the meeting.

Sue had drafted a summary of Capital Budget Committee activities over the 2014-2015 fiscal year to go into the town report and distributed it to members of the committee by email. After brief discussion, the committee approved the summary as written.

The meeting adjourned at 7:45 p.m.