

**Town Center and Library Committee
Minutes April 13, 2023**

Present: Josh Arneson, Jeff Forward, Dave Healy, Jake Marin, Linda Parent, Amy Wardwell,
BRD Architects: Andrew McCullough John Hemmelgarn

I. Welcome and Public Comment - None

II. Approval of minutes:

Linda motioned to accept minutes from March 30th. Jake second the motion and there was unanimous approval

II. Additions or Deletions to Agenda- None

III. Items for Presentation or Discussion with those present

a. Presentations of design options by architects

John and Andrew presented the new design proposals in response to concerns from the March 30th meeting. The Committee charged BRD to create new design options that minimize the police department space, prioritize Town Office functions on one floor in the building, and remain within the existing footprint. In all designs the basement level would be storage only in order to comply with flood regulations.

Design E1:

Prioritizes the needs of Town Office staff and services. All Town Office personnel and functions are on one floor- the first floor. There is increased storage and meeting space. The RPD is located on the second floor. PD would have office spaces, a secure vestibule, armory and storage, a small locker room and restroom with shower. This design does not have a processing room or sally port. Additionally on the second floor is common meeting space for the PD and second floor tenants. There is designated space for 2 tenants and a currently undesignated space which could be used for a third tenant or additional meeting space. There is an enclosed stairwell for egress. New building mechanicals would be placed in the back of the Post Office space (Slightly less than 500 sq ft.) but otherwise this design does not change the location or space of the PO.

Design E2:

This design is essentially the same as E1 but allows space for a small police processing room on the first floor. This design would make the Selectboard meeting room smaller than the E1 design but comparable to what currently exists. The Committee observed that some challenges with this design include: the processing room is disconnected from the rest of the police station and the location is still quite public (located at the front entrance of the first floor) and not separated from other Town Office functions.

Design F:

This design features the same building footprint as E1 except flips the police station and tenant space to opposite sides of the building from the E1 plan. It also includes a processing area in the back of the PO loading dock space with an enclosed stairwell between processing space and police station floor. The Committee observed that some challenges with this design include: it would cut off our second egress as the current stairwell would be located inside the secured area for the PD and so inaccessible for other building occupants. A second stairwell or significant stairwell redesign would need to be added to this design to

meet code. This design would also take away from existing PO space and working with the USPS is challenging. All designs would add a new restroom for the PO staff.

After the designs were presented the following questions and observations were discussed by the Committee:

- What is the future of the RPD? The challenge we keep running into is designing around the PD without knowing what its future is. Is there Selectboard guidance on this?
- All of these designs still give the RPD about 2x the space they currently have. Is that sufficient? Is that more than what they actually need? If they need more space is that a conversation that could be revisited down the road?
- Could the E1 design add a processing room in a different part of the building. Do we really need a processing room? Can we fit a processing room into the existing E1 design simply by shrinking some of the spaces in this floor plan?
- We should continue to design for a fully staffed PD?
- We favor a design that will cause minimal disruption to the Post Office operations. It is very challenging to work with the USPS!
- We favor a design that does not require a change to the existing footprint.
- If we have to add an egress stairwell would that be within our current zoning regulations?
- All spaces should be flexibly designed in order to be repurposed easily and fairly cheaply should current tenants or PD decide to find alternative spaces down the road.

Linda motioned to move design E1 forward as our recommendation and to send the design back to the architects to begin more specific details for interior spaces and campus design. Jake seconded.

Follow up discussion centered on the understanding that there is limited tenant space in this design. The Selectboard may need to identify the Town's priorities and make decisions about tenants accordingly.

Unanimous vote to accept the motion.

b. Finalize what to propose to ARPA Committee

The committee would like to ask for an ARPA grant to help cover the costs of bringing the building to an energy efficient design higher than code. The architects (or Efficiency Vermont?) can model a cost estimate for an energy efficient building to code and one higher than code. We would propose to use ARPA grant money in the amount that would cover the difference in cost. We'd like to try to show the community and the committee how much the Town could save by investing in energy efficiency.

- Jeff will gather current energy use data and send it to Andrew to use in estimates..
- John and Andrew will consult with their partners to create efficiency cost estimates to help us determine how much to ask for in our ARPA grant proposal.
- We could also ask ARPA for a grant to cover the consulting costs of determining energy efficiency.

d. Other business

Reminders of two landscape items to keep in mind as campus design plans go forward

- The memorial apple tree should be preserved
- Maintain an accessible entrance to the cemetery grounds.

e. Items for next agenda

- Review estimates for ARPA grant proposal.

- Revisit our schedule.
- Respond to questions John will send in preparation for the May 11th report.

8:06 PM IV. **Adjourn motion by linda second by Josh**