

Rutland Town Select Board Building Committee Meeting

6-7-16 at 9AM at the Town Offices

Present: Joe Denardo and Mary Ashcroft

1. Generator for municipal building: Joe Denardo will get more information about generators sized for this building, and will bring to a future building committee meeting.

2. Punch list for items remaining to be finished in the Town Hall Police Station renovations:

a) From Jay Whites list: remove shipping film from door hardware, lower mirror in men's room and put painted wood frame behind; same in women's room plus relocate TP dispenser.

b) Motion detector lights come on but do not shut off

c) In Joe's office, outlet near copier needs to be secured.

d) In the men's room, thermostat needs to be installed, mirror installed. The toilet paper dispenser has been moved but the tile has not been replaced.

e) In the women's' room the mirror needs to be moved, the toilet paper dispenser moved, and tile replaced.

f) In both rest rooms, it was suggested that we install motion detector switches as the existing light switches are too high for someone in a wheelchair. That will be on the town's expense.

g) Throughout the renovated area, the ceiling tiles need to be repainted. That will be on the town's expense.

h) The hallway wall needs to be repainted. That will be on the town's expense.

3. The building committee toured the town office building (old Rutland town school) and noted the following work needed:

--Attic: lights are not working, and there are questions about wiring. An electrician should inspect and make recommendations. This should be done as soon as possible as it may be a safety issue.

--Main floor:

Select Board room: window treatments cleaned/replaced, window tracks to be cleaned so they will open/close easily.

Main Hallway: needs painting, fire department plaques to be removed to the Center Rutland Station, carpeting replaced (at least 22 years old)

Town clerk's office: circa 1970's paneling should be painted/replaced; new carpeting installed, window treatments replaced, counter laminate is chipped, pulling away so needs replacing. Reconfigure work space for more security, vault needs new shelving unit (within next 2-3 years) as land records are running out of space.

Listers' office: new carpeting, new file cabinet unit for records, new scanner and good connection to color copier

Throughout first floor: window tracks need to be cleaned so windows open and shut easily. Check for drafts. Copies system needs to function well so any office can access color copier and oversized copier.

--Basement: This whole area needs to be studied to provide for best uses as community center, polling place, storage, meeting rooms, etc. Do we set up an ad hoc committee to do this?

Kitchen: needs overhaul, if we determine a kitchen is needed.

Fire District: did not enter—needs to be determined

Map/file storage in northeast corner: storage for Town Administrator, Town Clerk and Listers should be consolidated and well indexed for easy access.

Furnace Room: appears to be OK and relatively new.

Meeting room with polling place: consider removing stage and then partition this area for a planning commission meeting room. Better tables for meeting room/polling place.

--Exterior:

Siding needs to be pressure washed and possibly painted

Monument out front needs to be recut as names of WW2 veterans are fading and will soon be unreadable.

The meeting was adjourned at 10:30AM.

Respectfully submitted: Mary Ashcroft, Select Board