

**Rutland Town Select Board
Buildings Committee Meeting
10-27-16
Rutland Town Offices**

Present: Joe Denardo, Mary Ashcroft, Byron Hathaway

The Meeting began at noon.

1. Town Hall Generator: Joe Denardo is working on getting a quote from Stubbins Electric for a self contained diesel generator rather than propane. He has not materials to review yet.

2. 5 year plan: [from September Buildings Committee Meeting]:

YEAR 1: This fiscal year (2016-17)

- Clean/replace window treatments in all offices
- Clean all window tracks in all main floor offices so that the windows open and close
- Install new carpeting in the Lister's offices and hallway
- Sound system in Select Board offices
- Touch up paint in Select Board room near air conditioner
- Get estimates for remodeling of town clerk's offices this year
- Paint main hallway; remove fire department plaques to Center Rutland Fire Station
- Get new file cabinet for Listers offices
- Paint Listers office
- Work on new town webpage—ad hoc citizens group to study and advise?
- Pressure wash siding on Town Hall
- WWII monument—recut names; hold contest to design appropriate topper for monument

YEAR 2: Next Fiscal Year (2017-18)

- Remodel Town Clerk's Offices—new counter, change wall treatment and paint, change layout to improve workspace and security; new carpeting, storage and furniture.
- Install generator at town hall; apply for grants to pay costs and/or separate ballot item for voters to decide; estimated cost of \$13,000; ask for \$20,000 to cover generator plus installation costs for propane tank to be buried.
- Resolve copier interconnection issues so that all offices have access to scanners and color copiers
- Study and resolve computer system issues so all users can access certain records common to all
- New desks in Select Board room.

YEAR 3: Fiscal year 2018-2019

--Address town clerk vault space needs; install new shelving for land records
-- Set up ad hoc Citizens committee to advise and steer future uses of the downstairs areas: meeting rooms, vault storage, kitchen/snack area, planning commission space, map storage area, fire district(s) office, etc. Prioritize work segments.

YEAR 4: Fiscal year 2019-2020

--Begin first phase of work on town hall basement
--Study addition of memorials for veterans of other wars—Korea, Vietnam, Gulf War, Iraq, Iran, Afghanistan.

YEAR 5: Fiscal year 2020-2021

--Add memorials for veterans of other wars
--Wok on phase two of town hall basement renovations.

For this FY, we have replaced ceiling tiles already. We need to look at the copier system and move toward a lease of all equipment with one vendor for money savings.

We need to have a battery backup for the phone system.

We should add to the five year plan the installation of a code lock system for the town office.

3. No new revision on the public meeting space policy—do at next meeting of Buildings Committee.

There being no further business to conduct, the meeting was adjourned at 12:25.

Mary C Ashcroft, Select Board