

**Rutland Town Select Board
Building Committee Meeting
Tuesday, September 13, 2016
9:00AM**

The meeting was called to order at 9:20 AM. Present were Select Board members Mary Ashcroft and Joe Denardo and Town Administrator Joe Zingale.

1. Sound system: Joe Zingale reported that Larry Gold was coming to the town office to look over the existing sound system in the Select Board room. He thinks we might be able to use the existing mixer, add an amplifier and wire the mikes directly into the system and the camera. We will try it out at our next Select Board meeting.
2. Carpeting: The carpeting in the hallway, Lister's Office and Town Clerk's office is from 22 to 30 years old. It needs to be replaced. We should get estimates and do some this year, some next year.
3. Five Year plan: Below is a suggested 5 year plan for needed improvements/repairs/remodeling at the Town Hall:

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 Lister's offices
- Paint Lister's 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.