

**Rutland Town Select Board
Building Committee
January 6, 2017
Town Office**

Present: Mary Ashcroft, Joe Denardo, Fire Chief Cioffi

1. Finalize Meeting Room Policy

The town has meeting space for possible public use in the following town buildings: Center Rutland Fire Department, Cheney Hill School, Town Hall in Center Rutland and McKinley Fire Station. All have limitations that need to be considered. These limitation need to be balanced against the fact that town taxpayers should have access to town buildings.

Center Rutland Fire Department has excellent meeting space, but parking is limited. The room itself is set up for 50, but because of parking constraints only 10-12 people should use it at one time. This is especially important if there is a fire call, which of course can't be predicted. There should also be a fire department member or town official familiar with the building present at the meeting. The Chief points out that electrical costs increase as the meeting room is used more. Scheduling use of the meeting room is to be done through the Fire Chief or his designee.

Cheney Hill School has had its handicapped ramp repaired, but the restrooms are not ADA compliant. Future use, other than 4-Winds volunteer training, will be determined when the Select Board decides whether to retain or sell the building, and what rehabilitation should be undertaken.

McKinley Station is out of commission for a couple of months as repairs are underway. This has a small meeting room with a capacity of only about 20. The Boy Scouts had one meeting there for work on their fire badge. Again, a fire department member or town official familiar with the building should be present at the meeting. Scheduling use of the meeting room is to be done through the Fire Chief or his designee.

Town Offices: the only usable space is the Select Board room which has a capacity of about 20. Downstairs should not be used because the restrooms are not ADA compliant. Eventually, renovations envisioned on the 5 year plan may make this into a nice, large meeting space, but that won't be for several years.

Town Highway Garage: there is a small meeting/lunch room at the new highway garage, but it is next to impossible to secure the entire building while this room is in use.

It was agreed that use of the meeting rooms at this time should be limited to town or regional government groups or non-profit groups with a local connection. Mary will prepare a draft meeting room policy for consideration.

2. Review of 5 year plan: The building committee considered which elements of the five year plan could be undertaken in the next fiscal year beginning July 1, 2017. We have budgeted \$50,000 for maintenance. Items to move forward on include the generator, painting the Listers offices and hallway, carpeting in Listers offices and hallway, pressure washing the building, cleaning the window treatments and window tracks so that the windows open and close properly, and recutting the names on the WWII

memorial in the front of the building. We should also start some planning to town clerk's office renovations, which would occur the following fiscal year (2018-19).

3. Consider 2016-17 budget overruns: Given the budget overruns this year on the maintenance for the town hall, some of the items listed above which were to be done this fiscal year must be postponed until the next FY 2017-18.

There being no further business to be discussed, the meeting was adjourned at 11:50AM.

Respectfully submitted by Mary C. Ashcroft, Select Board Member