

**Town Hall Study and Barrier Removal Committee**  
Minutes of the Meeting of January 6, 2009, 5:00 PM

Members attending: Donna Neylon, Clarence Snyder, Peter O'Connell, John David Holdcraft, Barbara Clancy, John Wild, Donald Faugno and Sheila Frangiamore

Members absent: Tim Simon, George Delomo, Jennifer McMillan.

**Agenda and Actions:**

1. **Minutes of the Meeting on December 9, 2008.** Clarence Snyder moved to approve the December 9 minutes, seconded by Sheila Frangiamore. Unanimously approved.
2. **Meeting Schedule:** We set our next meetings for Saturday, January 17 at 9:00 AM to tour the Town Hall and January 20<sup>th</sup> at 5:15 for our regular meeting. Donna Neylon will post both meetings.
3. **Communications:** An email from Building Inspector Jeff Taylor was read that identified Town Hall problems that needed to be addressed. John Wild made available copies of the Directory of Foundation Workforce Grant Opportunities, which may provide sources of grant funds once the committee has identified specific projects.
4. **Committee Charge:** The committee reviewed the draft charge presented at the December 9<sup>th</sup> meeting. On a motion by Barbara Clancy, seconded by Sheila Frangiamore, the committee unanimously approved the charge as amended by removing the phrase "no later than January 31, 2009" from the section titled "Request for Technical Assistance." Donna Neylon will present the approved Committee Charge to the Selectmen for their approval.
5. **Survey of the Physical Condition and Committee Tour of the Town Hall:** Clarence Snyder reported on the initial walk-through of the building conducted with Committee member George Delomo on Monday, December 15. In addition, the committee received by email a listing of recent improvements made to the Town Hall, compiled by Donna Neylon. Key points of the discussion:
  - a. The following labels will be used in describing the levels of the Town Hall:
    - i. Basement
    - ii. First Floor (where offices and meeting spaces are now located)
    - iii. Second Floor (including the Great Hall and Mezzanine or balcony)
    - iv. Third Floor (Masonic Meeting Hall)
  - b. Previous plans for renovating the Town Hall were useful, but may no longer reflect current code requirements, which have changed.
  - c. There is a need to clarify (1) whether the "rubble foundation" of the Town Hall is sufficient to ensure building stability and whether there is a need for a seismic or earthquake assessment, (2) whether access codes require an elevator to be located in the clock tower and for the access entrance to be designed to become the main entrance to the Town Hall, (3) whether handicapped access codes allow the basement and 3<sup>rd</sup> floor spaces to be used at all if there is no elevator access to them.
  - d. The Septic system, fire suppression system, and parking need to be addressed as part of the Town Hall Improvement Plan, if any.
  - e. There is a lot of clutter in the Town Hall that needs to be put in order.

**6. Next Steps:**

- a. Tour of the Town Hall on January 17 at 9 A.M. Sheila Frangiamore will bring a camera to generate images that can be used in later presentations to the Selectboard and/or Town Meeting.
- b. Research on Access Issues and the Development of a Request for Proposals (RFP) to conduct a new feasibility study: Donna Neylon will invite Jim Mazik of the Pioneer Regional Planning Commission staff to the next meeting of the Town Hall Committee. Peter O'Connell will continue to research Handicapped Access issues and develop a list of questions that a feasibility study could address.
- c. Donna Neylon will present the revised Committee Charge to the Selectboard for approval.

Meeting adjourned at 6:15 P.M.

Peter O'Connell, Secretary