

Moretown Town Office Search Committee  
Minutes

DATE: December 15, 2011  
LOCATION: Moretown School Library  
ATTENDEES: Committee members – Clark Amadon, (CA) Don Wexler (DW), Duane Pierson (DP), Rob Roberts (RR, Kaj Sampson (KS), John Schmelter (JS)  
  
RESIDENTS: Deb Feldmen (DF), Gerald Maynard (GM), Wilma Maynard(WM), Liz Weller(LW), Sarah Zcshou,(SZ)  
MEETING OPEN: 7:06pm

Meeting Minutes:

**CA opened the committee meeting at 7:06pm.**

CA set the agenda: to begin with town insurance updates - - - determine crucial information to move forward

Approval of Minutes:

***KS motioned to approve minutes from the December meeting.***

***DP seconded the motion***

***Approval unanimous.***

Comments from committee members and Moretown Residents:

KS stated that he had received other comments with concerns about the town clerk's moving into the school

CA discussed insurance process – the town has not been able to get a firm figure regarding the claim on the damaged town office.

JS – questioned if their was a plan to raise the elevation on the existing site – to create a building that water flows through – if not perhaps explore flood plane mitigation funds if we decide move the site elsewhere.

DF – as we go forward we will face stricter regulations for building in the flood plane

CA – insurance adjuster will come in Monday morning Jan 9, 2012 to assess building damage(around 9:30am) – estimate in the 50-90,000 range –

CA - based on the insurance policy the town must sign a contract to use funds within 180 of incident days

KS - his understanding is that this time limit may be extended

SZ - questioned why has it taken so long to get an adjuster to view the site

CA - we have had insurance adjusters in our building -working through their process

JS - questioned if Moretown would received funds from FEMA?

DF - I do not know of any funds other than Flood Mitigation Funds

JS - Town will have to deal with it the damage clerk's office whether or not we use it

SZ- asked if the town can move the current office back above the flood plane

CA - the lot is specifically from the back of the building to the road - a private easement exists behind the building

DF - Stated that she supports utilizing the school as recommended by the planning commission. She is concerned about the health of the town workers and the fiscal responsibility the town has to its taxpayers for utilizing an existing space.

She stated she felt that safety concerns could be mitigated by use of technology.

KS - stated that this committee was working to determine the best place given a set of criteria. The committee is open to looking at all options.

JS - we are just at the beginning of this process - but know that we need to move quickly

CA - Exploration of town office placement criteria - listed below:

Criteria:

- 1500 - 1600 square feet
- Location of building
- Parking/access
- Cost
- Multiple use
- Timeline
- Zoning/act 250 compliance
- Political will/community input
- Vault for town records
- Short term solution
- Esthetics
- Meeting rooms
- Lighting/outside
- Community partnership for building
- Flood plane issues
- Safety of employees
- Cell coverage
- Water use/septic wells
- Sightlines for safety
- Traffic patterns
- Longevity - ability to be a long term plan

Tasks:

1. CA - Short term possibilities will be brought to the select board's meeting in the next two weeks.
2. CA- Insurance information will be provided at our next meeting after the adjuster report is completed
3. CA- committee members are to come prepared with a timeline for both short-term and long term proposals
4. CA- By the 15<sup>th</sup> of January – the committee members will email CA their rankings of the discussed criteria for site/building selection

***JS – motion to adjourn –***

***KS – seconded***

**Meeting adjourned – 8:47**

\*Next meeting will be held on January 19, 2012 at 7:00 in the Moretown School Library