

Town Office Committee April 23, 2012

Present: Tony, Ron, Lucia, Penny, Patrick, Abby, Chris, Clem, Deb, John

Updates:

Chris: Board of Trustees at Unity College needs to consider options before them when they next meet. Chris will ask about Field of Dreams and lot on 202/9 (formerly proposed site of funeral home) and the timeline for Board of Trustees to meet and consider proposal to release land from easement (Field of Dreams). Chris will explain our timeline. Reminder: If we are going to renovate an existing building classified as a business then we are exempt from new building codes, but 20% of overall renovation costs must be allocated to ADA compliance.

Clem: Johnson property: The old Town Office location & Johnson Property management.... they got back with me on prices. Back-loaded price \$650/month going to \$1000/month over a ten year contract. Going with a short term breakable contract (with intent of moving to new location within a few years) it would be front-loaded. That would start at \$1000/month and going toward \$650 toward the end of contract.

We know the town made it clear that renting is not an option... the town wants to 'own' the town office. Albeit, this response still gives the committee and town - 'options-alternatives'. This is one of the mandates of this committee.

Andy: Downeast Insurance building & lot. Andy will talk more with Steve Bennett about the lot-size is 30x40 but we need to know about how to hook up sewer (since it is under a state road), can we hook onto existing building? Existing building 2 offices and open space on 1st floor, space on 2nd floor would be 1200/month inclusive of everything but a phone line.

Andy also wonders whether the school district might gift the old highschool/SAD3 Admin offices to the town. If so this would be a desirable location, would have to raze the existing building.

Field Trips are needed to Unitel building, Corn Shop Rd, and Firehouse lane to determine suitability of each. Lucia will develop a list of questions for the committee to consider when visiting and thinking (big picture) about each site. We can use these answers to evaluate each location on same criteria and prioritize for presentation to town.

After visits might be a good idea to find volunteer engineer, contractor or someone who does renovations or restorations.

Clem via Tess is working on serious inquiry regarding possibility of Unitel building. The woman in charge at Unitel was on vacation until today, so follow-up will take place later this week and potential visit to be scheduled.

Abby & Lucia will be working on the mailing piece. So we need to look into Every Door Direct Mail through USPS. Cost is about 14cents / piece and will go to every resident of Unity. We will also check in with Sue to see what direct mail methods/printers have been used in the past. The initial idea is a tri-fold brochure with one panel for mailing information, one panel with meeting

details and then up to 4 panels for information about location and options. In addition to direct mail we will explore options with Jean for setting up a web page with info (on unityme site) as well as develop flyers which can be posted in public places (all stores, restaurants etc).

Need options for new construction & we should keep in mind the long-term and short term viability of each option.

For instance: Corn Shop property might be a long-term solution as we could construct a new town office on land, then rent/sell/donate space to Food Pantry, Ambulance Company or otherwise.

Need list of necessary features: Vault/Fire-proof storage, Storage, Assessor's office, Selectperson office, desk/lobby for Sue, room for microwave/mini-fridge, bathrooms (how many?), alarm system

Can we have engineers revisit their proposed plans to think about: removal or shrinking meeting space, removing some of the bathrooms, planning for potential expansion (Patrick pointed out that well is not placed to allow this on plans).

Next meeting on Wednesday, May 2 6:30pm at SRLT office.

Respectfully submitted by,
Abby