

Unity Town Office Committee Meeting	Date & Time: Wed. July 11 at 6:30	
	Location: Fire Station	
Meeting Leader: Jean Members Present: Andy, Tony, Ron, Clem, Abby, Lucia, Penny Observers: Chris, Charlie, Bob, Dennis		
Item	Discussion	Action Items
Committee Structure and Procedure	<p>Voted for a chairperson, Jean Bourg was voted chairperson for the first 30 day period. At that point we will revisit roles. Andy nominated Max for facilitator, but the committee decided not to have a facilitator at this time. Bob Curry declined to join the committee at this time.</p> <p>Next we set the agenda format using the rubric that Jean provided. The minutes from the meeting on June 27th were read and approved.</p>	Jean will write/contact Max and invite him to join committee
Selectmen report on meeting with school board.	Selectman met with school board- the board approved a 6 month extension on our rental agreement in the school. Our old date for moving out was in November, this extension means we have office space until May 2013.	
MFT Property and how freeze on grant funding effects this proposal.	Charlie Porter says to remember that we would need to erect a firewall (between buildings) or sprinkle the entire building. Need quotes on sprinkler system. Andy proposed that we ask John Piotti if potentially we could swap the Historic Town Office for the Cape. The town gets a restored building, we get the full lot. Need estimate on how much it would cost to rip down Cape (or other old building)..	<p>Andy and Jean will meet with John Piotti.</p> <p>Lucia will get estimate on sprinkler system.</p> <p>Abby will get price on demolition.</p> <p>Penny and Lucia will get price on lead/asbestos removal in old buildings.</p>
Aldridge (Edmunson) property	Aldrich property was discussed at length as a result of Don Newell's suggestion at recent town meeting. The price of the property \$150k seems high for a potential money pit. However, we need ballpark estimates to rule it out. Seems complicated to consider breaking up the lot but not rehabbing what is potentially a difficult building to sell.	
Puckerbrush/Fire	Puckerbrush/Fire House Lane site. Abby will look at NRCS soil maps to determine soil type.	Abby: determine soil type. Andy and Tony will get

House Lane site.	Then Andy & Tony will work on getting ballpark estimates of full and slab foundations.	estimates.
Estimates needed	<p>We also need another modular estimate (Andy) and for stick built (Jean & Tony) would like 3 of each- ideally. It would be helpful for these estimates to simply be for \$/square foot rather than specific to make it fair when bidding process happens.</p> <p>Andy pointed out that we may have to not reveal the names of the builders who give us estimates so that they are not at a disadvantage in the bid process.</p> <p>We need to know what the engineering work on the first town office drawings really cost.</p>	<p>Andy: a second estimate for modular</p> <p>Jean & Tony: estimates for stick built</p> <p>Chris or Clem will get copy of actual bill from town office.</p>
Lease/rental options	Need options for lease/rental. We recognize that at meetings town has shown preference for owning. But, since we feel obligated to report on ALL solutions we still need to figure out what is average. From past inquiry it seems that 1000/month is average.	
Next Information Meeting	Tentative Date for next informational meeting is August 2nd. We'd like to keep the meetings to Thursday nights for consistency and so that all can be held at the Community Center.	Jean will ask Sue to schedule Community Center with Tess.
Open Discussion Period including observers	<p>We need to collect our documents in binders: minutes, drawings, estimates; and have available at every meeting.</p> <p>We need to walk the puckerbrush lot at our next meeting.</p>	Jean will ask the MacAlpines for permission to walk the lot.

Next Meeting: Wednesday, July 18, 6:30 pm at the Fire House.