

Town of Starksboro
Jerusalem Community Center Committee
Minutes
March 25, 2019
(Unapproved)

Members Present: Susan Klaiber, Alan Quittner, Luke McCarthy, Megan Nedzinski
Unable to attend: Greg Cousino, Greg Orvis, Tom Estey

The meeting was called to order by Chair Susan Klaiber at 6:20 p.m.

Visitors Business: None

Minutes: The 2/25/2019 minutes were reviewed. Revisions were discussed and second draft will be presented at the next meeting.

Motion: L. McCarthy moved to revise the minutes and re-submit at the April meeting, seconded by M. Nedzinski.

Vote: All in favor

Town Meeting Recap – L. McCarthy provided a recap regarding the Town Meeting update of the Committee's activities.

Environmental Assessment – A \$250 grant was received from the VT Preservation Trust to help cover the cost of the environmental assessment. The contractor for the environmental assessment provided two quotes, and the committee is working to determine if the smaller quote reflects a discount, or a smaller scope of work.

Community Survey – The Committee has been working with VT Preservation Trust to establish a survey and we were told they would get us a proposal to help create one. Unfortunately, we did not receive the proposal prior to the meeting. The Committee will inquire as to postage and related costs, so that when the proposal comes through we can present it to the Select Board immediately.

Request for Proposal – Lengthy discussion was had regarding requests for proposals from architects. With limited funds remaining it may be difficult to get full schematic drawings the town can vote on in 2020. It was suggested that we get conceptual drawings instead, whereby a vision is put on paper, but not necessarily the details of plumbing, electrical, and mechanical. It was discussed that this may not be the intent of the Committee's charge, and it would be incomplete information for the Town to vote on in 2020. Lengthy discussion was had regarding the possibility of phrasing the RFP asking for a mix of conceptual and schematic drawings; telling an architect what we need and how much money we have; and/or having a conceptual plan drawn up but with a focus on cost estimates. The VT Preservation Trust will supply a list of architects that work in the historical field, and the committee will also discuss a Permit Review Plan with any potential architect. A draft RFP will be presented at the next meeting.

Next Steps/ Next Meeting – Review of RFP. Continued discussion on grants and volunteerism opportunities. Discussion regarding the survey and environmental assessment.

The next meeting will be held on Monday, April 29, at 6:00 pm at the Jerusalem Schoolhouse.

Motion: Motion was made by L.McCarthy to adjourn. Seconded by A. Quittner.

Vote: All in favor.

Meeting adjourned at 8:15.

DRAFT