

Town of Starksboro
Jerusalem Community Center Committee
Minutes (DRAFT)
May 27, 2019
(Unapproved)

Present: Susan Klaiber, Alan Quittner, Megan Nedzinski, Tom Estey
Guest: Lisa Ryan, Arc & Arrow Consulting
Unable to attend: Luke McCarthy, Greg Orvis, Jeff Dunham

The meeting was called to order by Chair Susan Klaiber at 6:15 p.m.

Agenda: The agenda was adjusted moving the updates on the architect RFP and the Environmental Assessment to be discussed before the Community Survey discussion.

Visitors Business: None

Architect RFP: The Request for Proposals (RFP) for architectural services was emailed to over 25 firms, posted on the Town website, and advertised in the *Addison Independent* on Monday, May 13. Nine firms were represented at the mandatory site visit on May 17. Questions and responses were emailed to all participants on May 27. Proposals are due June 3.

Environmental Assessment: Clay Point Associates conducted the Environmental Assessments on May 3. Draft reports have been received and will be distributed when final.

Community Survey: The committee welcomed Lisa Ryan of Arc & Arrow Consulting to the meeting. Lisa led the discussion of the purpose and suggested procedures for conducting a Community Survey. The emphasis of the survey will be to serve as a “listening tool” to learn about the knowledge and opinions of community members concerning the proposed Jerusalem Schoolhouse renovations and Fire Department Substation replacement. Lisa will provide draft questions by June 7. Lisa strongly recommends that the survey be provided both online and mailed to each household. Megan will coordinate setting up the online version; Susan will coordinate the mailed version. The target date for opening the survey is July 1, followed by two community meetings in mid-July with the survey to close at the end of July.

Next Steps and Special Meetings Reminder: Reminders were provided about the schedule for special meetings. The committee will meet on Friday, June 7 at 3:30 pm to discuss architect proposals and determine which ones to be invited for interviews. Interviews will be scheduled for June 11 and 12. The Selectboard wants to send a representative to the interviews. The Committee will make its recommendation to the Selectboard at their June 18 meeting.

The next regular committee meeting will be held on Monday, June 24, at 6:00 pm at the Schoolhouse. The agenda will include an update on the Community Survey and, if an architect selection has been finalized, this meeting will be the Conceptual Design Kick Off.

Motion: Motion was made by Tom Estey to adjourn; seconded by Alan Quittner.

Vote: All in favor.

Meeting adjourned at 8:20.

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