

**Town of Pomfret  
5218 Pomfret Road  
North Pomfret, VT 05053**

**Draft** Minutes of the July 26, 2016 Capital Planning Committee Meeting

Committee members present: Sheila Hopkins, John Moore, Hunter Ulf, Scott Woodward  
Others present: Anne Bower

The committee began the meeting at 5:04pm and took about 20 minutes of public comment/discussion with Anne Bower, representing the Abbott Memorial Library. Anne provided the committee with information about the work that has been done on the tile roof of the library. She requested that the money the town has appropriated for the maintenance of the library be held in reserve for routine maintenance on the roof that would need to occur every 2-3 years. One issue discussed with Anne was that the building is not ADA compliant, but the library is implementing an online catalog that would help solve physical access problems.

Following the discussion with Anne Bower, the committee reviewed and approved the June 14<sup>th</sup> and July 5<sup>th</sup> minutes.

For the remainder of the meeting, the committee performed an assessment of the old Town Clerk's building (brick building) and the Town Hall. Of the two buildings, the old Town Clerk's building needs the most attention.

**Old Town Clerk's Building**

Several slate tiles are falling off and need to be replaced. The committee decided that it will get estimates for replacing the slate roof as well as more cost-effective replacement options, e.g., a shingle roof or metal roof (the latter being consistent with the Town Offices and Town Hall). The committee decided it would recommend the Town to hire Gerard Leoni to assess the condition of the roof and provide estimates (same gentleman who repaired the tile roof on the Abbott Memorial Library). Another and perhaps more serious issue noted about this building is that the rear left corner (looking from Pomfret Rd.) is sinking and the bricks around that part of the foundation are pushing outward. The committee members conjectured that this is due to drainage issues coming down the hill toward the building. This will require a more detailed assessment and estimate. Wood trim will likely need to be replaced and the windows, shutters and sills will need to be painted as well, if not replaced. The chimney also needs to be repointed. The committee will also consult with Jim Havel to learn more about the condition and history of the old Town Clerk's building.

## **Town Hall**

The committee next assessed the condition of Town Hall. The committee generally found that Town Hall is structurally sound and that recent work has been done to improve the supports of the building as well as the furnace system. There's a mesh screen in the basement that needs to be replaced. The committee noted that the interior of the building could use attention, but that none of it was urgent given the infrequent use of the building. In general, the building needs some regimen of regular maintenance. Among those things the committee noted is that a small number of ceiling tiles could be replaced as they are stained from previous water damage. The balcony is primarily used for storage, but if it were used for the public that it could be cleaned up and painted. The stage floor needs to be sanded and refinished. The kitchen floor is peeling back in places. The egress from the kitchen is likely too narrow. The committee discussed the possibility of combining public funds with the money donated by John Moore to replace clapboards and paint part of the building.

## **Other Topics Discussed**

Ellen DesMeules provided the committee with information about the old Town Clerk's building and the Town Offices, similar issues as are noted above. Ellen also mentioned that the Town Offices had a previous mold issue that should be investigated by the committee.

As part of the capital plan that the committee will deliver to the Select Board, the committee intends to recommend that the Town hire a person (or more) to help with routine maintenance of the town buildings. The committee will also look into possible grant opportunities that may provide additional funding for maintenance or repairs.

The meeting adjourned at 8:00pm. The next committee meeting will be on August 16, 2016 at 5:00pm at the Town Office.

Date drafted: July 28, 2016

Date approved: TBD

Respectfully submitted,

Scott Woodward