

# TOWN OF ELMORE, VT

## Building Committee Task Force Meeting #1

Meeting Minutes – prepared by G. Schwartz  
Status: Approved

Meeting Date: March 31, 2022

Start Time: 6:00 pm Adjourn: 7:20 pm

Meeting Attendees: See attached attendance sheet

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W. West began the meeting with introductions of everyone in the room.

### 1. Goals and scope of Task Force

- The goal of this committee is to make recommendations for the construction of the Elmore Maintenance Facility to the Select Board. The Select Board will then make the final decisions.

### 2. Overview of the history of the Project

- An overview of the existing garage was presented by M. Lacasse. This included the number of pieces of equipment that are currently owned by the Town and the amount of space of the existing facility (approximately 3500 SF).
- The condition of the existing facility was described as structurally deficient and must be replaced as soon as possible.
- The amount of land that the current building is located on was said to be about 1 ½ acres.

### 3. Discussion of the Property Development / Site Plan

- C. DeVore presented the results of conversations with the DRB, VLCT and the Towns Attorney. Based on those conversations we have no option but to purchase the 18 acres.
- Future use of the extra land is not part of the current budget and will have to be discussed at a later date.
- G. Schwartz stated that the project would be constructed in two Phases. The first Phase being the Sitework will be performed this year. Phase 2 will be performed in 2023. This Phase will include the actual construction of the building.
- G. Schwartz discussed the schedule for Phase 1 and questioned the participants if 90 calendar days was enough for the actual construction. The general consensus was that it would be enough time.

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- G. Schwartz discussed the short term financing of Phase 1 (12 month letter of credit at less than 2%). The USDA Bond cannot be applied for, until the final design is completed. The short term loan would be paid off once the 30 year bonds are received.
- C. DeVore to contact the Keith Family to setup a meeting to finalize the land purchase.

#### 4. Discussion of the Building Design

- G. Schwartz stated that the garage design presented at previous meeting was a duplication of the Montgomery Garage that was designed by the same designer we are working with.
- The following Garage Size Drivers were discussed:
  - a) Number of employees (which also drives equipment needs)
  - b) Type, size and volume of equipment
  - c) Seasonal equipment storage requirements (winter/summer)
  - d) Cost per square foot
  - e) Maintenance bay or not
  - f) Depth requirements (size of equipment, tandem)
  - g) Insurance requirements for additional employees for projects
  - h) Depth of garage: 60 feet. We need a minimum of 50' in depth. Current equipment is 42'
  - i) Mr. Cote asked if a 30x60 or 40x60 will work as a minimum. The group agreed to 4 bay with optional 5<sup>th</sup>
- Additional road mileage increase: Answers question of whether or not Town has an increasing number of road miles to maintain. The following are considered candidates for Town management in next 10 years.
  - a) Greaves Hill – extension and upgrade from CL4 to CL3
  - b) Eagles Ledge – upgrade from CL4 to CL3
  - c) Sterling View – upgrade from Private to Public
  - d) King Road – upgrade from CL4 to CL3 and extend
  - e) Worcester Ridge – upgrade from Private to Public
  - f) Additional creation of private road via land subdivision that will create additional road traffic and potential require for town to take ownership
  - g) Do we need an analysis of the growth of mileage / maintenance from 1970 to 2022 to project demand increases. Do we need to factor in population projected growth?

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- New/Changing Maintenance obligations:
  - a) State requirement for 2 hour snow route (currently Elmore is a 4 hour route)
  - b) Material, grading and runoff requirements for new ditching, maintenance and material usage
  - c) Storage of excavated materials
- Price per foot? Approximately \$150/sqft based on current plans.  
Estimated price for 5<sup>th</sup> bay \$175k
- Fire suppression
  - a) Why does a maintenance bay have to be fireproof? Do we need fire suppression throughout the entire building? It is required to have fire suppression for the maintenance bay – do we need for full building? If we want a maintenance bay, it will require active fire suppression. Easiest and cheapest way is to separate that bay from the rest of the structure – fire door. Needs to go into the bid.
  - b) Discussion around build for “today” vs. “50 years”.
  - c) Will solar work on this site? We believe it will, but will investigate during the design phase
  - d) Are we hiring a firm to manage the project? The SB will look into hiring a firm or an individual to be the construction manager.
- For bid: The design will be bid with the following alternates
  - a) Stick built vs. metal building vs. prefabricated steel
  - b) 4 bays with alt of 5<sup>th</sup> bay (each bay door at 16’ and 60’), make the maintenance bay slightly wider
  - c) Full fire suppression vs just maintenance bay  
What is required by the state based on type and size of building
  - d) Metal vs. shingle roof – standing seam

Town of Elmore  
Meeting Attendance Record

ENTER MEETING DATE	3/31/22
ENTER MEETING NAME	Special Garage Mtg

Check all that apply

Reason for Attending

YOUR NAME (printed)	Reason for Attending				WHY ARE YOU ATTENDING?
	Observer	Interested Party	Principal Party	Expert or Consultant	
Glen Schupatz			✓		SB Member
<del>Wm Wef</del>					//
Don Valentine					Planning Board - ZA
Robb Wills		✓			Interested Party
STUART WERTER		✓			ZONING
ROB GENTLE		✓			INTERESTED PARTY
MARK BRASSARD		✓			Interested Party
JOE CICCULO		✓			Interested Party
Michel Lacasse			✓		road commissioner
Steve Jett		✓			COMICS
Tom Cole					Interested Party
JAY DOR					Willing to Help
CHRIS BRUTMAN		✓			INTERESTED PARTY
CHRIS JOLY					
Sharty Kane					
KEVIN GARRETT		✓			INTERESTED PARTY
GARLAND PETER			✓		SB Member