

South Hero New Town Office Committee Meeting Minutes -Approved

Meeting Date: Tuesday, April 30, 2024

Meeting Time: 6:00 PM

Location: Town Office, 333 US Route 2, South Hero, VT

Committee Members Present:

- Kathleen Swanson, Chair - *via Zoom*
- Phil Scott, Vice Chair - *via Zoom, then in person around at 6:15*
- Nate Hayward, Secretary
- Anne Zolotas
- Matt Reed
- Ross Brown

Committee Member Absent:

- Rick Breault - *resigned*

Member of the Public Present:

- Tim Maxham

I. Introductions

Skipped. All attendees knew one another.

II. Review and Approval of Agenda

The agenda was reviewed and approved with corrections to the numbering of agenda items.

III. Review of Minutes from 4/18/24 meeting

Motion by Ross Brown to approve the minutes, seconded by Matt Reed. All members voted to approve the minutes.

IV. Identifying Potential Sites for a New Town Hall

- The committee engaged in a broad discussion regarding the parameters of the search area. Google Earth maps of Keeler Bay Village, and South Hero Village were reviewed that identified any parcels previously considered, and any land area along US Route 2 that appears open and therefore should be considered. There were a total of 10 potential sites identified that merited further discussion.
- Of the 10 sites considered 4 were dismissed for various reasons (i.e. subject to conservation easement, under contract for sale, lack of potential wastewater disposal, and general unsuitability for locating a Town Office).
- The committee then considered each of the remaining 6 sites on their individual merits.

Generally, for factors considered were:

- Is it currently for sale?
- Does it require subdivision?
- Septic discussion?
- Water supply discussion?
- Potential Act 250 jurisdiction?
- Conservation easements?
- The group discussed whether they felt the voters of South Hero would support the costs of exploration, permitting, subdividing, and acquiring a property, when there are options available to the town that are owned by the Town or would be donated to the Town. The committee as a whole felt that residents would not likely be interested in these greater costs.
- Based on the criteria above, and further discussions, the committee reduced the list of sites down to 2. **The maps, and criteria considerations discussed are attached Exhibit A.**
- Other discussion points:
 - Tim Maxham stated that the committee might consider purchasing the parcel to the East of the existing town office, the “Harris” parcel.
 - Matt Reed discussed the potential of adding to the existing town office parcel by purchasing the portion of the Lawrence parcel between the Town Office and the Jolley. He additionally discussed the potential of purchasing easements for septic from an abutter.
 - Matt Reed discussed that potentially rebuilding at the existing town office site should include potentially utilizing the existing town office building site. There was discussion among the committee about the challenges and costs associated with temporary housing of the town office and vault. Additionally, it was discussed that the Town Clerk has previously voiced her strong opinion that the logistics of temporary space are so onerous that it should not be a consideration. Matt Reed discussed the likely added logistics and costs that would be associated with a very constrained construction site, if the new town office were built east of the existing town office, the contractor would likely need to lease additional space for parking and lay down space for a yard to work. The lease costs and additional movement of materials and parking challenges would add to the cost and potentially to the build time.
 - Nate Hayward discussed that parking for the town office could, with the owner’s permission, be located on the Lawrence parcel west of the town office. However, he added that currently no one seems to know where the leach field is located and that would need to be determined to avoid parking on it during construction.
 - Anne Zolotas said that a company like P and P Septic could scope the leach field from the septic tank to help determine the location.
 - Phil Scott asked what would happen to the existing town office building if the office was moved to a new site. Ross Brown said that determining that is not a part of the committee's charter.
 - The committee agreed that the next steps would be a much deeper dive into the pros and cons of the 2 remaining sites under consideration. Nate Hayward offered to put together a document to start the conversation, Phil Scott, and Matt Reed agreed to work on this as well.
 - The committee had discussions about energy efficiency options including geothermal, and solar. Matt Reed shared his knowledge on the topics.
 - **Action Item:** All members are encouraged to be prepared to discuss the positives and negatives of both sites at the next meeting.

V. Owner's Project Requirements (OPR) Document and Sample Property Survey

- Matt Reed shared a generic questionnaire/survey **Attached Exhibit B**. The committee will need to discuss this further and assess how best to develop this for our project.

VI. Assessing Space Needs for New Town Office

- Matt Reed shared a generic space needs survey spreadsheet. **Attached Exhibit C**.
- Anne Zolotas asked if we were ready to solicit feedback from the town office staff.
- Matt Reed said that we need to establish what the town wants for accessibility, sustainability, cost, minimum performance requirements, lighting, window operation, and other qualities of a town office that we can include in an RFP. A big part of the Owner's Project Requirements will be the survey to develop a schedule of spaces to ensure that the functional needs of the town are met. Developing this survey will be an important next step.
- Ann Zolotas shared a space needs spreadsheet David Roy shared with her. This appears to be more geared toward a town office, however Anne said that it is NOT specific to South Hero's needs and she did not believe town office staff had reviewed it. **Attached Exhibit D**.
- Ann Zolotas shared a floor plan and an exterior elevation Naomi King put together for some design inspiration. **Attached Exhibit E**.

VII. Action Items

- **New action items:**
 - The Selectboard was notified of Rick Breault's resignation. The Select Board tasked this committee with suggesting a replacement from the list of candidates that had previously expressed interest.
 - At 7:26 PM the Committee entered executive session to discuss a replacement committee member.
 - At 7:45 PM the Committee came out of executive session.
 - Phil Scott made a motion to recommend Jill Lowrey to the selectboard as the replacement for Rick Breault, the motion was seconded. All members voted in the affirmative.

VIII. Public Comment

- Tim Maxham's comments are captured above.

IX. Next Steps

- The committee will meet again on Tuesday May 14, 2024 at 6:00PM in the Town Office conference room.
- The agenda for the next meeting will include:
 - Deep dive into the pros and cons of the final two sites.
 - Comment on the generic survey and add questions. What questions do we want to ask the town office staff and the community?
 - Discuss how we will develop our program of spaces.

X. Adjournment

The meeting was adjourned at 8:00PM.

Additional Notes:

- These minutes serve as a summary of the key points discussed during the meeting. They are not intended to be a verbatim transcript of the entire conversation. The zoom meeting was recorded and will be available on the Town website if interested persons want to view the meeting.

New to office location search area:

Step 1 Identify ideal locations:

1. Located along US Route 2
2. Walkable, and near other town amenities
3. South Hero Village
4. Keller Bay Village (South of Ferry Road)

Step 2 - Identifying possible sites, criteria:

1. Open land along US Route 2.

Step 3 - Possible locations meeting “open land” criteria. (see attached maps)

1. South Hero Village - West of South Street - 6 possible locations
2. South Hero Village - East of South Street - 4 possible locations
3. Keeler Bay Village - (South of Ferry Rd) - 0 possible locations

Determine any site specific issues or challenges that may eliminate a site from contention.



Us Route 2

A

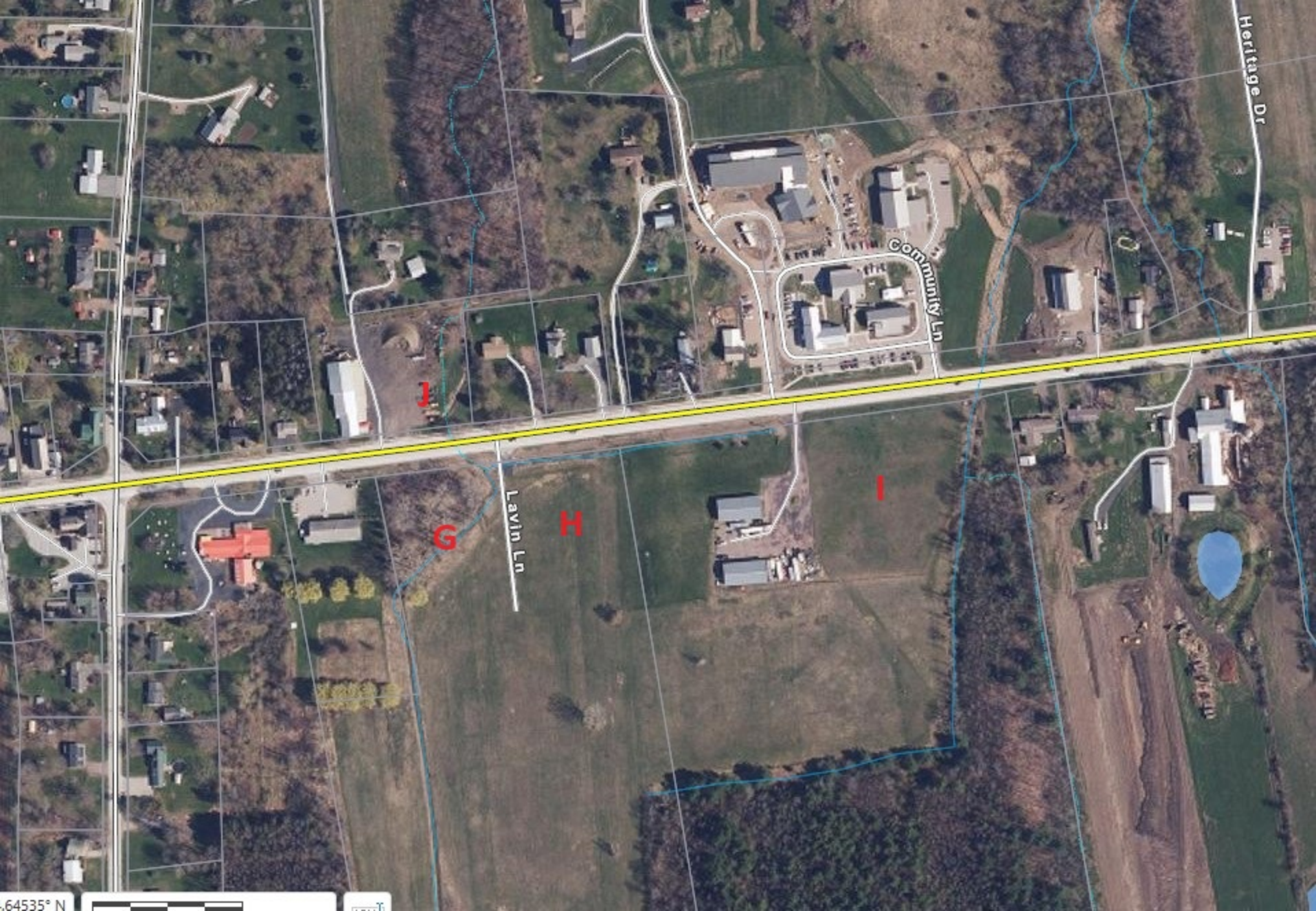
B

C

D

E

F



Heritage Dr

Community Ln

Lavin Ln

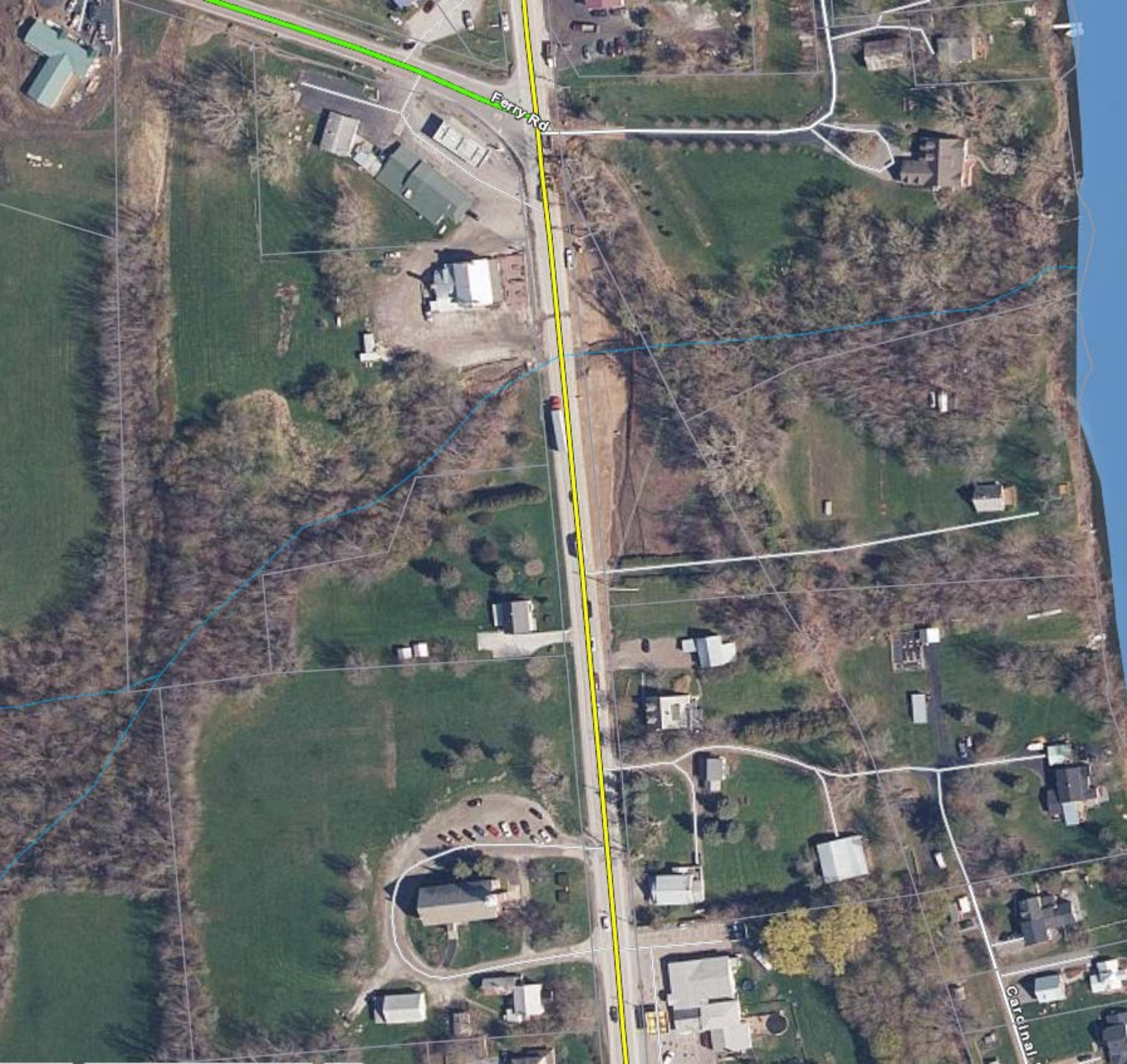
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H

I

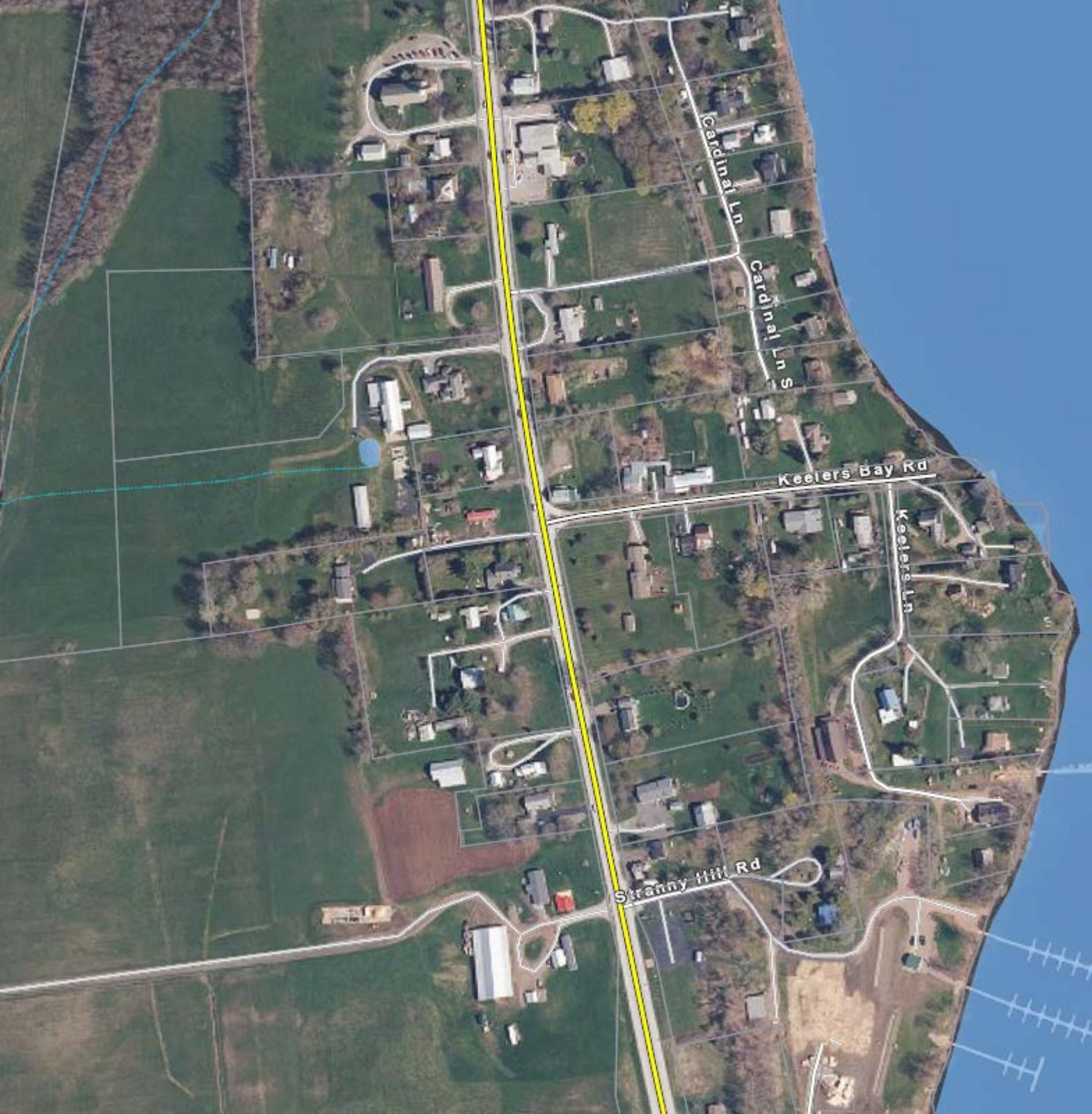
64535° N





Ferry Rd

Carcinal



Cardinal Ln

Cardinal Ln S

Keelers Bay Rd

Keelers Ln

Stranny Hill Rd

South Hero Town office Building Site ranking form - DRAFT FOR DISCUSSION

Site	Address	Ownership	Currently for sale?	Requires Subdivision?	Septic	Water	Act 250 Site	Subject to conservation easement		Portion of 353 US Route 2 fronting on the South side of Route 2 - Robinson Farm
A	353 US Route 2	Island Acres Farm, LLC.	No	Yes	See notes	See notes	Probably	Yes	Currently for sale?	No.
									Requires Subdivision?	Yes, would need to be subdivided from the roughly 180+ acre parcel.
									Septic?	Would require locating and permitting a conforming system.
									Water?	Would require a drilled well, or seeking a water allocation from Fire District 4 if possible.
									Act 250 Site?	The property has been subject to Act 250 jurisdiction due to the development of the storage units on Wally's Point Rd. This likely subjects future development to Act 250 jurisdiction. If further exploration of this site is desired seeking an Act 250 Jurisdictional opinion would be advisable.
									Conservation easement?	Subject to conservation easement. See: https://www.shlt.org/conservation . Can NOT be developed
									Go - No go	Dismissed due to conservation easement

Site	Address	Ownership	Currently for sale?	Requires Subdivision?	Septic	Water	Act 250 Site	Subject to conservation easement		Portion of 355 US Route 2 fronting on the South side of Route 2 - Lawrence Farm
B	355 US Route 2	Ralph W. Lawrence Jr	No	Yes	See notes	See notes	Maybe	No	Currently for sale?	No.
									Requires Subdivision?	Yes, would need to be subdivided from the roughly 26+ acre parcel.
									Septic?	Would require locating and permitting a conforming system.
									Water?	Would require a drilled well, or seeking a water allocation from Fire District 4 if possible.
									Act 250 Site?	Commercial development on a parcel over 10 acres would likely trigger Act 250 jurisdiction. Not certain if subdividing off a less than 10 acre parcel might avoid Act 250, or be seen as an attempt to circumvent jurisdiction thereby triggering it. If further exploration of this site is desired seeking an Act 250 Jurisdictional opinion would be advisable.
									Conservation easement?	No.
									Go - No go	For discussion

Site	Address	Ownership	Currently for sale?	Requires Subdivision?	Septic	Water	Act 250 Site	Subject to conservation easement		Existing town office and Island Craft shop parcels
C	329-333 US Route 2	Town of South Hero	No	No	See notes	Yes	No	No	Currently for sale?	No. Already town owned
									Requires Subdivision?	No
									Septic?	Would require locating and permitting a new system (best fix most likely). This would need to be done early in process to ensure new town office is not built over best soils. See attached state waste water rules relating to replacement structure.
									Water?	Would utilize the existing Fire District 4 water service.
									Act 250 Site?	No. Total land area is under 10 acres.
									Conservation easement?	No.
									Go - No go	For discussion

Site	Address	Ownership	Currently for sale?	Requires Subdivision?	Septic	Water	Act 250 Site	Subject to conservation easement		Portion of 353 US Route 2 fronting on the North side of Route 2 - Robinson Farm
D	353 US Route 2	Island Acres Farm, LLC.	No	Yes	See notes	See notes	Probably	No	Currently for sale?	No.
									Requires Subdivision?	Yes, would need to be subdivided from the roughly 180+ acre parcel.
									Septic?	Would require locating and permitting a conforming system.
									Water?	Would require a drilled well, or seeking a water allocation from Fire District 4 if possible.
									Act 250 Site?	The property has been subject to Act 250 jurisdiction due to the development of the storage units on Wally's Point Rd. This likely subjects future development to Act 250 jurisdiction. If further exploration of this site is desired seeking an Act 250 Jurisdictional opinion would be advisable.
									Conservation easement?	This portion of 353 US Route 2 appears to be excluded from the conservation easement. See: https://www.shlt.org/conservation .
									Go - No go	For discussion

Site	Address	Ownership	Currently for sale?	Requires Subdivision?	Septic	Water	Act 250 Site	Subject to conservation easement		
Former Pharmacy building and property										
E	330-334 US Route 2	330-334 US Route 2, LLC.	No	No	See notes	Yes	No	No	Currently for sale?	No.
									Requires Subdivision?	No
									Septic?	Existing system is less than required for a Town Office
									Water?	Would utilize the existing Fire District 4 water service.
									Act 250 Site?	No. Total land area is under 10 acres.
									Conservation easement?	No.
									Go - No go	Dismissed due to insufficient wastewater capacity, parking limitations, currently leased, and unsuitability for conversion into a town office, also not presently for sale
Old Red Fire Station and portion of future park land										
F	318-320 US Route 2	Town of South Hero and land to be granted by BLA to town	No	No	See notes	Yes	No	No	Currently for sale?	No. Already town owned, and to be donated
									Requires Subdivision?	No, Existing parcel and added land via BLA
									Septic?	Septic capacity has been proven via test pits and completed hydrostudy. Will require a wastewater permit.
									Water?	Would utilize the existing Fire District 4 water service that currently supplies the old red fire station.
									Act 250 Site?	No. Total land area is under 10 acres.
									Conservation easement?	No.
									Go - No go	For discussion
Open parcel fronting on US Route 2, East of post office										
G	275 US Route 2	Lavin, Martin and Patricia	No	No	See notes	See notes	No	No	Currently for sale?	No. Under contract for sale
									Requires Subdivision?	No, already subdivided
									Septic?	The seller previously permitted wastewater for a multi unit housing project with multiple mound septic systems. A buyer would need to repermit for their intended use and pay for the system. The location of the previously permitted septic mounds are approx. 3,000 feet south of this parcel. Less desirable due to required length of force main that would be required
									Water?	Would require a drilled well, or seeking a water allocation from Fire District 4 if possible.
									Act 250 Site?	No. Total land area is under 10 acres.
									Conservation easement?	No.
									Go - No go	Dismissed due to the fact that it is under contract for sale. Permitted for a mini-golf course.
Open parcel fronting on US Route 2, West of Island Racing										
H	275 US Route 2	Lavin, Martin and Patricia	Yes	No	See notes	See notes	No	No	Currently for sale?	Yes, listed for sale for \$200,000.
									Requires Subdivision?	No, already subdivided
									Septic?	The seller previously permitted wastewater for a multi unit housing project with multiple mound septic systems. A buyer would need to repermit for their intended use and pay for the system. The location of the previously permitted septic mounds are approx. 3,000 feet south of this parcel. Less desirable due to required length of force main that would be required
									Water?	Would require a drilled well, or seeking a water allocation from Fire District 4 if possible.
									Act 250 Site?	No. Total land area is under 10 acres.
									Conservation easement?	No.
									Go - No go	For discussion

Site	Address	Ownership	Currently for sale?	Requires Subdivision?	Septic	Water	Act 250 Site	Subject to conservation easement		
										Open parcel fronting on US Route 2, East of Island Racing
I	269 US Route 2	HSE Realty LLC.	No	No	See notes	See notes	Probably	No	Currently for sale?	No
									Requires Subdivision?	No, received local subdivision permit (deferred lot)
									Septic?	No wastewater is permitted
									Water?	Would require a drilled well, or seeking a water allocation from Fire District 4 if possible.
									Act 250 Site?	This property has been subject to Act 250 jurisdiction due to the development of the Island Racing project. This likely subjects future development to Act 250 jurisdiction. If further exploration of this site is desired seeking an Act 250 Jurisdictional opinion would be advisable.
									Conservation easement?	No.
									Go - No go	For discussion
Site	Address	Ownership	Currently for sale?	Requires Subdivision?	Septic	Water	Act 250 Site	Subject to conservation easement		
										Open area fronting on US Route 2, part of South Hero Highway Garage land.
J	286 US Route 2	Town of South Hero	No	No	See notes	See notes	No	No	Currently for sale?	No. Already town owned
									Requires Subdivision?	No
									Septic?	No wastewater is permitted. Very unlikely to be permitted. Most of the parcel is disturbed soils and bordered by stream. The existing highway dept. building is served by a holding tank only.
									Water?	Would require a drilled well, or seeking a water allocation from Fire District 4 if possible.
									Act 250 Site?	No. Total land area is under 10 acres.
									Conservation easement?	No.
									Go - No go	Dismissed due to likely lack of septic and that this would hamper operations of the Highway Dept.

Programming Questionnaire

Name of Person/Space: _____

Department: _____

Existing Room/Space #: _____
(if applicable)

Space Requirements

Width: _____ Ft Depth: _____ Ft Area: _____ S.F.

Ceiling Height: 8ft 9ft 10ft Custom: _____

Function

Frequency Space is used:	Rarely	1-3 times a day	4+ times a day		
Duration Space is used:	Briefly	30-60 mins	1-3 hours	4-8 hours	24/7
When the space is used:	All-Day	Daytime	Evening	Nighttime	

How do you use the space: _____

Equipment Needed for space to function (Electronics, Furniture, Special lighting, A/V, HVAC/Filtration)

Rate 0 (Not needed) to 10 (Very Important)

Acoustical Privacy:
0 1 2 3 4 5 6 7 8 9 10

Visual Privacy
0 1 2 3 4 5 6 7 8 9 10

Adjacencies

Adjacencies to: _____ Priority: (Immediate) (Nearby) (Away From)

Adjacencies to: _____ Priority: (Immediate) (Nearby) (Away From)

Adjacencies to: _____ Priority: (Immediate) (Nearby) (Away From)

Adjacencies to: _____ Priority: (Immediate) (Nearby) (Away From)

Exhibit C

Department:					
ID	Space Name	SF	Quantity	Tot SF	Attributes
1.01	Principal Office	200	1	200	
1.02	Project Managers	150	3	450	
1.03	Draftsman Workstations	75	3	225	
1.04	Project Admin	120	1	120	
1.05	Product/Materials Library	120	1	120	
Department Total				1115	

Department:					
ID	Space Name	SF	Quantity	Tot SF	Attributes
2.01	Principal Office	200	1	200	
2.02	Project Managers	150	3	450	
2.03	Draftsman Workstations	75	4	300	
2.04	Project Admin	120	0	0	
Department Total				950	

Department:					
ID	Space Name	SF	Quantity	Tot SF	Attributes
3.01	Principal Office	200	1	200	
3.02	PE/Project Managers	150	2	300	
3.03	Draftsman Workstations	75	3	225	
3.04	Project Admin	120	1	120	
Department Total				845	

Department:					
ID	Space Name	SF	Quantity	Tot SF	Attributes
4.01	Principal Office	200	1	200	
4.02	Project Managers	150	2	300	
4.03	Draftsman Workstations	75	3	225	
4.04	Project Admin	120	1	120	
4.05	Survey Tool Storage	120	1	120	x
4.06	Survey Garage	600	1	600	
Department Total				1565	

Department:					
ID	Space Name	SF	Quantity	Tot SF	Attributes
5.01	Principal Office	200	2	400	
5.02	Project Managers	150	4	600	
5.03	Draftsman Workstations	75	7	525	
5.04	Project Admin	120	0	0	
5.05	Tool Storage/ Workbench	120	1	120	x
Department Total				1645	

Department:					
ID	Space Name	SF	Quantity	Tot SF	Attributes
6.01	Project Managers	150	2	300	
6.02	Workstations	75	1	75	
6.03	Hotelling Workstations	50	2	100	
Department Total				475	

Department:					
ID	Space Name	SF	Quantity	Tot SF	Attributes
7.01	Associates Offices	150	2	300	
7.02	Workstations	100	3	300	
7.03	Receptionist	100	1	100	
7.04	Server Room	100	1	100	
7.05	Computer Workbench	100	1	100	
7.06	Filing Cabinet/Storage	100	1	100	
Department Total				1000	

Department:					
ID	Space Name	SF	Quantity	Tot SF	Attributes
8.01	Lobby	200	1	200	
8.02	Large Conference Rooms	350	1	350	
8.03	Medium Conference Rooms	200	2	400	
8.04	Small Conference Rooms	100	4	400	
8.05	Kitchen/Break	250	1	250	
8.06	Bathrooms	200	2	400	
8.07	Plotter/Supply Room	200	1	200	
8.08	Mechanical Room	200	1	200	
Department Total				2400	

Subtotal		9995
Grossing Factor	20%	1999
Total		11994

D

DAVID ROY - 1-802-655-5020

Exhibit D

South Hero Town Office			
ROOM TITLE	PROPOSED SIZE	NOTES	DEPARTMENT TOTALS

Town Office Spaces

Town Administrator	150 sf	Needs an office space due to confidentiality of work. Space for at least 4 file cabinets, table for laying out work or small meetings	
Town Clerk	100 sf	Can be in an open office environment. Needs more space for filing cabinets. Needs more vault space. A table or larger desk may be useful Can share one larger combined space with Town Assistant Clerk. Adjacencies: Front counter, Printer/Copier, Vault, Research station, Assistant Clerk	
Town Assistant Clerk	100 sf	Similar to the Town Clerk. Can share one larger combined space with Town Clerk	
Lister(s)	240 sf	(3 persons) Can be in an open office environment, Has a vault (FF&E), 5 file cabinets, needs table or easy access to a conference room. Acoustic privacy is somewhat important. Should have own dedicated space. Adjacencies: Printer / Copier, Guest Research	
Treasurer & Book Keeper	150 sf	Can be in an open office environment, needs space for at least 5 file cabinets, needs space for box storage. Can share one larger combined space with Treasurer. Adjacencies: Printer/Copier	
Zoning Administrator (combined with Town Planner)	125 sf	Can be in an open office environment but sometimes needs quiet for zoom or phone calls. Need space for at least 2 large file cabinets. P&Z need a shared table for surveys and site plans. Adjacencies: Printer/Copier, Vault	
Town Planner (combined with Zoning Administrator)	125 sf	Can keep current open office dynamic with Zoning, Needs some acoustic privacy for zoom & phone conferences. Would like to have file cabinets from storage space in the same office space. P&Z has 8 total file cabinets and will need more	
Vault	240 sf	More space is needed, should aim for double the size of current for future storage needs.	
Breakroom with Kitchenette	140 sf	Refrigerator, sink, dishwasher, NO direct water line for coffee. Most occupants pack lunch - having table & chairs would be convenient (4-6 chairs). Adjacencies: All office spaces	

South Hero Town Office			
ROOM TITLE	PROPOSED SIZE	NOTES	DEPARTMENT TOTALS
Printer Room / Storage	50 sf	Printers, paper, ink cartridges, other supplies. Adjacencies: All offices, Front counter / transactions	
Small Conference Room	75 sf	Space for small meetings and privacy for zoom / conference calls that require quiete or privacy.	
Conference / Community Room	750 sf	40 - 50 person seating capacity. Space for larger meetings and group work. Multiple floor boxes needed for people to use laptops at tables. 5 - 6 individual conference tables Adjacencies: Vestibule or Lobby	
Vestibule	50 sf	Separation of exterior weather from interior	
Guest research space	100 sf	Table and computer for public records research. Adjacencies: Front counter, Vault, map files	
Front counter / transactions	50 sf	Space for transactions and interaction with the public. Plexi glass barrier for safety.	
Lobby	100 sf	Waiting space with seating for visitors	
		Sub-Total	2545 sf
		Circulation & Walls (20%)	509 sf
		Total	3054 sf

If open office is utilized, can have flat files with table top work space for ballots etc...

Outside Town Organizations

(Do not reside in building, but meet in building and need storage in building)

Recreation Department	0 sf	Will use Conference / Community Room	
Recreation Department - Storage Room	0 sf	Storage of recreation equipment, need at least double the current space.	
Recreation Department - Secure Outdoor Storage	0 sf	Recreation equipment	
Cemetery Commision	0 sf	Will use Conference / Community Room	
Conservation Commission	0 sf	Will use Conference / Community Room	
Board of Civil Authority and Abatement	0 sf	Will use Conference / Community Room	
Development Review Board	0 sf	Will use Conference / Community Room	
Planning Commission	0 sf	Will use Conference / Community Room	
Town Selectboard	0 sf	Will use Conference / Community Room	
		Sub-Total	0 sf
		Circulation & Walls (0%)	0 sf
		Total	0 sf

South Hero Town Office			
ROOM TITLE	PROPOSED SIZE	NOTES	DEPARTMENT TOTALS

Building Support

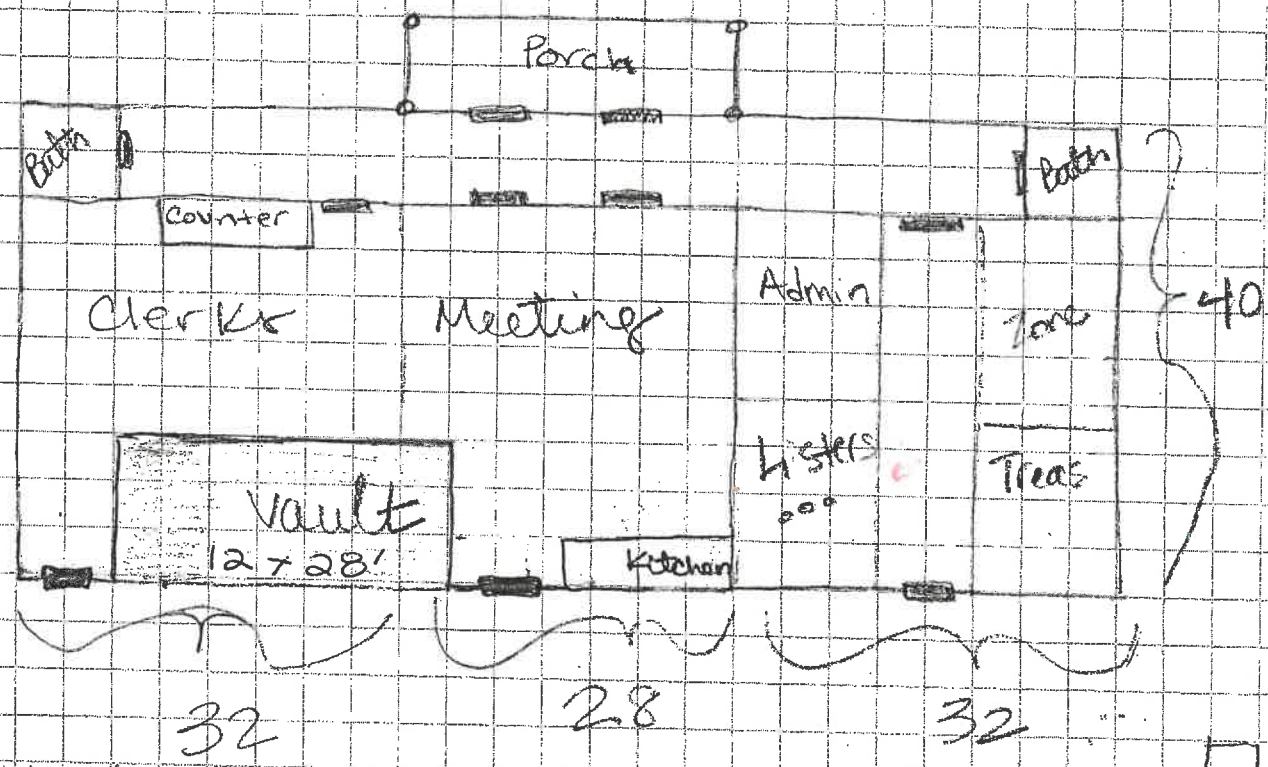
Boiler / Mechanical Room	200 sf		
Electrical Room / I.T. Closet	100 sf		
Elevator Machine Room	60 sf		
Janitor Closet	60 sf		
Single User Toilet	55 sf	Gender neutral	
Single User Toilet	55 sf	Gender neutral	
Sub-Total			530 sf
Circulation & Walls (10%)			53 sf
Total			583 sf

No automatic sprinkler systems required

Town Office Spaces	3054 sf
Outside Town Organizations	0 sf
Building Support	583 sf
Grand Total	3637 sf

New Town Office ideas

Exhibit E



- need larger Vault
Current = 12×15 (180) Proposed 12×28 (336)
- need more office space
- need more meeting space
Current = 675 proposed 752 or larger
- need better electrical and more outlet

92

$$\begin{array}{r} \times 40 \\ 92 \\ \hline = 3680 \text{ sq}' \end{array}$$

224# HALLWAY $\sqrt{330} = 478,000$

