

Community Center/Library Building Committee  
Meeting Minutes for Tues., September 6, 2022

Mike called the meeting to order at 5:33 p.m. upstairs in the Town Hall Meeting Room. Members present were Mike, John, Paul, Rich, Roger and Audrey. Minutes from the last meeting were read and approved. Peter Stewart, Architect and Will Hess, Sight Engineer joined the meeting via zoom.

Mike asked Hess if the septic could be moved from under the snowmobile trail as the grooming equipment weighs about 20,000 lbs. Discussion ensued and it was decided septic could go on the westerly side of the lot behind the parking area and the water well could move to the Hebron Store side of the building in the general area of the buried propane tanks. Committee member also asked if the north and west retaining walls could be moved out to accommodate snow removal from the parking lot. Hess saw no problem accomplishing these requests. The electricity subject was also discussed with Hess. John stated he had been in touch with Consolidated Communications. Their site representative, John Donahue, met with him on location to view the situation. John asked for a quote to move the pole across the road (and do the trenching and other related work) which resulted in a quote of \$49,911.00 from Consolidated (the owner of pole #133), which currently supports all the telephone and electric in that area. The group agreed it would also work to bury the power lines, if possible, and leave the pole in its present location. Hess felt burying the lines was a viable option and Hess agreed to reach out to John Donahue.

Mike asked Stewart for input on interviewing the three potential project managers we have proposals from. Stewart, the architect, would like to have someone on board as soon as possible. With that in mind the committee has agreed to meet with all three candidates, if they are available, on Thursday September 8<sup>th</sup> at 8:30 a.m. upstairs in the Town Hall. A follow-up formal meeting of the committee to follow on Monday, September 12<sup>th</sup> at 8:00 a.m. at the Fire Station, when a project manager will be selected by committee vote. Mike noted he will be abstaining from this vote for business reasons but will take part in the question and answer sessions.

Hess and Stewart signed off from the meeting and the committee meeting continued.

John brought the committee up to date on financing the project. Noting that all quotes are at present rates and could change.

1) The USDA New England Region Rural Consultant, Misty, suggested we approach the financing in two different manners:

A) Apply for a loan for one hundred percent of the cost of the project. This loan would be used as a take-out loan to refinance a construction loan provided by a local bank. The current rate for their loans is 3.25% fixed (USDA loans are reset every quarter) and the tenor can be up to the useful life of the project (easily thirty years for a building). The loan is a level payment much like a conventional home mortgage loan. December 15<sup>th</sup> is the deadline for applications to be submitted.

- B) Apply for a grant from the USDA for equipment. The term equipment needs to be clarified. We are hoping it means furnishings, fixtures, and equipment. Grants are awarded on a median household income scale system so it was thought that the Selectboard should approach Groton to see if they might join with us on the grant application.
- 2) Union Bank sent an initial proposal for a loan. In contrast to the USDA, the bank's loan would amortize the principal in equal installments over 10, 15, or 20 years, and would add interest accrued on the declining principal balance. As a result, the payments would decline over time.

Insurance for the project and town protection was discussed and all agreed we should have a Performance and Payment Bond, as well as, a Builders Risk Cost Policy. Paul and Rich will check with Primex (the town's insurance carrier) with regard to the Builders Risk Cost Policy.

The Open Discussion at the end of the meeting accomplished the following:

- 1) At the next Selectmen's Meeting Paul and Rich will move a vote to remove the old oil tank currently in the ground behind the Old Fire Station.
- 2) On September 12<sup>th</sup> Mike and John will attend the Library Trustees meeting to bring them up to date on the project.
- 3) Audrey will set a meeting date with the Fire Chief and Deputy to meet with the Building Committee.
- 4) Roger reported he has been working on the philanthropy portion of the project so it will be ready to roll. He has suggested a sub-committee for this task and all committee members agreed.
- 5) Solar possibilities with regard to aesthetics were discussed and it was decided to definitely confer with the architect on the possibilities.

Our next meeting will be September 12<sup>th</sup>, 8:00 a.m. at the Public Safety Building.  
The meeting was adjourned at 7:40 p.m.

Respectfully submitted,  
Audrey Johnson, Secretary