

THBC Minutes 6/24/24

The meeting was called to order at 10 am. Began a discussion of what we learned from the tour of Scott Town Hall. All agreed it was highly informative with regard to process, local design companies and most importantly all the components to a construction project that were not clearly included in the Town of Scott initial plan.

At approximately 10:15 am a conference call began with Joe DeYoung (Town of Springvale resident/Engineer). Clarified Town of Scott plans are public-can be used as an idea however, specific construction plans are not usable without consultation with JEWELL. Numerous topics of discussion included the following: bid laws--design professional (architect/design engineer)vs.contractor--maintenance vs. capital improvement--scope of work--site plan--space need assessment--request for proposal--evaluation of current building--hiring of professional for 2 meetings--asking for references--parcel numbers for all possible sites. Call completed prior to 11 am.

Further discussion of floor plan: smaller--roof-cathedral ceiling--fans--chair storage--office size--future office use vs. present office use.

Paul will contact board members if professionals can't get information to us until later in July.

Dietrich will work on a list of what will be presented at a future open house for public input.

Paul is willing to create the Scope of Work document based on committee input and his vast experience working with the many facets of construction.

Paul offered to contact Keller and General Engineering to present the committee's Scope of Work in regard to the Town of Springvale's Town Hall.

The following items are to be included in the Scope of Work: space needs assessment--concept plan (2 sites)--well--septic--parking--existing concept plan--problems to solve (lighting, AC, cell service/internet, bathroom, noisy heater, vermin proofing, vermin damage, etc.)--2 meetings (visit sites and present to board)--photos (current building, sites, floor plan)--parcel numbers--plus items/details deemed necessary.

Paul took pictures of the interior/exterior of the current building and later took site photos.

Meeting was adjourned at approximately noon.

Submitted by Ellen Richter

**TOWN OF SPRINGVALE
TOWN HALL BUILDING COMMITTEE MEETING**

NOTICE IS HEREBY GIVEN that a meeting of the Town Hall building committee is scheduled for **Monday, June 24, 2024 at 10:00 AM**. This meeting will be held at the Springvale Town Hall, N6195 Raddatz Road, Cambria WI.

1. Call to order
2. Public comment period
3. Lessons learned from tour of Scott Town Hall
4. Discuss/decide next steps for seeking architect/other experts needed; possible consultation with Joe Deyoung
5. Refine timeline
6. Identify tentative alternatives, including:
 1. Keep current town hall as is, with minor improvements at most
 2. Provide maintenance for current hall to keep vermin out, and reduce noise of furnace
 3. Move town hall functions to rented/leased space in neighboring villages or towns
 4. Build a new town hall that is larger to accommodate more residents, patterned after the new hall in Town of Scott
 5. Build a new facility about the same size as current hall, with the addition of restroom facilities and storage
7. Plan presentation for July 9 board meeting
8. Review Wisconsin Towns Association Information Library topics
9. Consider early-input public meeting
10. Revise next agenda if necessary
11. Checkout
12. Public comment period
13. Adjourn

Dated this 21st day of June, 2024

Becky Gutzman, Clerk