

Report on the Use and Funding Plan For The Calais Town Hall

Compiled in Collaboration with the Calais Town Hall Task Force
Calais, Vermont

ABSTRACT

This report summarizes the work of the Calais Town Hall Task Force and a 2015 community outreach campaign designed to engage and seek the input of the citizens of the town of Calais for the potential uses and scope of revitalization for the historic Calais Town Hall.

PREPARED AND SUBMITTED BY:

ARC & ARROW CONSULTING LLC
DECEMBER 21, 2015

ARC&ARROW

CONTENTS

PART ONE – BACKGROUND 3
Introduction 3
About Calais Town Hall - History and Uses 3
Town Hall Condition 4
Summary of Past Work 5
Town Hall Maintenance and Utilities, Heating Supplies and Janitorial Expenses for 2011–20157
Summary of Grants Received for Planning and Feasibility Studies of Calais Town Hall 8
Inventory of Public Gathering Places in Calais 9
Part Two - Public Engagement and Outreach Process 11
The Task Force Appointment 11
The Process 11
Community Meetings 12
Summary of Survey Results 13
The Building and Available Space 13
Building Improvements and Parking 14
Funding for Repair and Upgrades 15
Activities Considered Important 16
Part Three - Recommended Action Items 16
Action Item #1 - Floodplain Determination 16
Action Item #2 - Update Arnold & Scangas Report 17
Action Item #3(A) & (B) & (C) - Accessibility Improvements and Major Building Repairs 17
Action Item #4 - Interior Space - Seating Reconfiguration 18
Action Item #5 - Partnerships 18
Action Item #6 - Plan to Promote the Town Hall for Community Use 18
Action Item #7 - Fee for Use Policy 19
Part Four - Funding Sources and Recommendations 20
Planning and Predevelopment Funding 20
Major Building Repairs and Rehabilitation 22
Other Considerations 25
Part Five - Appendices 27

ARC&ARROW

I. Arnold & Scangas Report 2013 28
II. Results of Town Survey 49
III. Minutes for Community Meetings 76
IV. Town Warden Job Description 84
V. description Appointing the Task Force 86
VI. Inventory of Town Committees and Groups 89
VII. Inventory of Public Gathering Places 92

PART ONE – BACKGROUND

INTRODUCTION

In February of 2013, the Town of Calais hired Arnold & Scangas Architects to conduct a conditions assessment on the Calais Town Hall. The report identified a variety of building repair needs and made recommendations about how to address those needs. In light of the maintenance and repair needs of the Calais Town Hall, and in view of its historic and practical importance for the people of Calais and the surrounding area, the Calais Selectboard established the Calais Town Hall Task Force to conduct a public engagement and outreach process.

The following report is a presentation of the public process that was undertaken to establish a plan for the future use(s) and level of rehabilitation/restoration for the Calais Town Hall. The report also includes a recommendation of funding options that might be pursued in order to finance the cost of rehabilitation/restoration efforts. The recommendations within this report are informed by a public engagement and outreach process that was done with the residents of the Town of Calais during fall 2015 to gauge the sentiment for how to use the building into the future and to what degree the building should be restored. Recommendations are also based on extensive research and evaluation of the Town's meeting space and its ability to accommodate community events, official public meetings, committees and boards.

The public outreach process and research was conducted by the Calais Town Hall Task Force with assistance by Arc & Arrow Consulting LLC at the request of the Town of Calais and the Calais Historic Preservation Commission. Information presented in this document represent the summations of this research, the public process and analysis of survey and community meeting results. Recommendations put forth by Arc & Arrow Consulting LLC and the Calais Town Hall Task Force reflect input received through the public engagement and outreach process which was intended to gain as much collective public feedback on the future of the building as possible.

ABOUT CALAIS TOWN HALL - HISTORY AND USES

The Calais Town Hall has a long history and presence in Gospel Hollow in the Town of Calais. Built in 1866, it originally served as a meeting house for the Calais Christian Church Society. In 1868, the

Town of Calais began holding the annual March Town Meetings in the basement of the Town Hall. In 1889 joint ownership of the Town Hall building was established between the Vestry Association of the Christian Church Society and the Town of Calais (thus coming to be known as the Christian Church-Town Hall building for close to a century, despite the Church Society becoming inactive during the early 1900's). Once the Church Society became inactive, the Calais Town Hall was maintained and managed by the Ladies Home Mission, a volunteer church organization that had been established in 1882 and continued its existence outside of the church organization for a century. The Ladies Home Mission and the Town of Calais shared the cost of upkeep on the building into the 1980's. The Ladies Home Mission also conducted community events and served the annual Town Meeting lunch for the residents of Calais. [Reference: Calais Historical Society Pamphlet in Memory of Kenneth Fowler, Jr.]

Today, the Calais Town Hall is owned and maintained solely by the Town of Calais. A largely volunteer Town Warden serves as caretaker of the building (See Appendix IV – Gospel Hollow Warden Job Description). In 2010, the Town of Calais and the Calais Historic Preservation Commission began investigating options for the rehabilitation of the Calais Town Hall. Until 2013, the Town Hall had served as the site for the annual Calais Town Meeting, when it became apparent that the foundation of the building was compromised and it was no longer safe for large public gatherings to be held in this location. Since this time, the Town and the Commission have been securing grants for specific rehabilitation or restoration projects and began a full assessment of the condition of the building through its work with Arnold & Scangas Architects.

TOWN HALL CONDITION

In 2011 the Selectboard authorized the Calais Historic Preservation Commission to secure grant funding and seek the services of qualified architect to evaluate the condition of the Calais Town Hall. In 2013, the town procured the services of Arnold & Scangas Architects to complete the assessment. The assessment included all major building components and a preliminary review of floodplain mapping, Life Safety and Building Code requirements. While a number of issues were identified in all areas of assessment, the building was found to be in good condition for its age. Three areas of concern identified by the report have since been addressed by the town and include replacement of the roof (2014), restoration of the windows on the second floor (2015), and further evaluation of the roof framing related to the steeple and the chimney (2015). The remaining

issues identified in the report include rotted floor joists and beams on the first floor and a recommendation to replace or rebuild the foundation piers, the need for code compliant exit signage and the need to renovate the building to meet current ADA Accessibility Standards. While these repair needs are critical to the future use of the Calais Town Hall, the building has not officially been closed, nor has the Fire Marshall recommended closure of the building. As a necessary precaution and to limit further damage to the foundation and floor joists, the town has limited the use of the building temporarily while Calais Town Hall Task Force identifies next steps.

In order to determine the best course of action in repairing the Town Hall, the Calais Historic Preservation Commission procured the services of Arc & Arrow Consulting LLC who has worked with the Calais Town Hall Task Force to engage the pubic in a process to determine potential future uses of the Town Hall and to evaluate remaining building repair needs and potential funding to help offset the cost of such repairs. (See Part Four: Funding Sources and Recommendations)

SUMMARY OF PAST WORK

The Calais Town Hall is a two-story, wood frame Greek Revival Style building constructed in 1866. Originally built as a church on the second floor and a gathering place for civil purposes on the lower level, the building has served as the Town Meeting Hall since the 1870s. In the early 1880s, the Ladies Home Mission was organized with the purpose of helping people in need. The lower level of the church was donated to the Ladies Home Mission from the town in 1916. It was around that time that the lower level was remodeled to include the kitchen. During this time, the Ladies Home Mission shared responsibility for maintenance and improvements to the building including exterior painting, the purchase of tables and chairs, sets of window curtains and table cloths and wood to heat the building. Today, the Town Hall is owned and maintained exclusively by the Town of Calais.

Over the years, the town has invested funding into both repairing and maintaining the property for civic and public use. The flood of 1984 did substantial damage to the lower level of the building. The town allocated $11,000 toward repairing the building which included adding a new kitchen and wood storage, refinishing downstairs floors, painting the exterior of the building and landscaping. Much of the labor was done by local people.

In 1985, the town allocated funding from the Revenue Sharing Fund to purchase and install a vertical lift, which would provide greater access for people with limited mobility. The lift was

installed in 1988, predating the American's with Disabilities Act by 5 years, for a total of $14,444. In 1989, the town allocated $6,969 toward painting the Town Hall and restoring the shutters.

In 1994, the town added a second egress to the back of the building in order to meet Fire Safety regulations. In addition to addressing fire safety requirements, a heating system was added to the first floor. The total cost of these improvements and repairs was $34,000.

In 2003, the town acquired 1.3 acres of land through a generous donation from the Steven's Family. This acquisition gives the town flexibility to expand both parking and building capacity on site, if needed.

In 2011, the Selectboard directed the Historic Preservation Commission (HPC) to pursue grant funding to assess the deteriorating conditions and deferred maintenance needs of the Town Hall. The HPC applied for and received $10,000 from the Certified Local Government grant program to conduct a building assessment. This grant was matched with $6,670 in volunteer labor and Cash-in-Kind labor. In 2013, the town hired Arnold & Scangas Architects to assess the condition of the building and prepare the report (See Appendix 1). The report identified a number of building repair needs including replacement of the roof (completed in FY 15), repair to exterior clapboards and trim boards, restoration of historic windows (completed in FY16), and the need to address wheelchair accessibility improvements.

In 2014, the town used $25,408 in town funds to replace the roof. The town and the HPC also applied for and received a Certified Local Government grant for $10,830 which was matched with $7,220 in volunteer labor to restore windows and have an engineering assessment done on the steeple. Of those funds, $3,735 was spent in FY 15. The remaining $14,315 was expended after June 30th, 2015 or in FY 16. The HPC continues to use the Arnold & Scangas Report to guide the pursuit of additional grant funding for the building repairs and improvements.

The following chart summarizes expenses related to physical repairs and maintenance of the Town Hall over a five-year period (FY11 - FY15). The dollar amount that appears in the Maintenance and Repair column includes building repairs, winterizing, grounds work and funding for the Town Hall Warden position (See Appendix IV). The dollar amount that appears in the Utilities/Heating/Supplies/Janitorial column reflect the operating costs related to the building, including heat, wifi, telephone, cleaning supplies, and electricity.

TOWN HALL MAINTENANCE AND UTILITIES, HEATING SUPPLIES AND JANITORIAL EXPENSES FOR 2011–2015

Year Ending	Maintenance & Repair Expense	Description of Maintenance & Repair	Utilities/Heating/ Supplies/Janitorial	Town Funds Expended	Percentage of Town Budget
June 2015	$4,132	$300 was used for the Town Hall Warden. $97 on steps. $3,735 on window restoration deposit and lumber.	$1,835	$5,967	.38%
June 2014	$26,489	$600 was used to pay the Town Hall warden. $481 was used toward winterizing the building, repairing, grounds work, town meeting preparation and water testing. $25,408 was used to replace the roof.	$1,759	$28,248	1.97%
June 2013	$1,616	$550 for the warden. $1,066 was used for cleaning supplies, repair to the lower level entrance, winterizing the building and town meeting preparation.	$1,843	$3,459	.2%
June 2012	$957	$575 for the warden. $382 toward winterizing the building and preparing for town meeting.	$1,932	$2,889	.18%

June 2011	$1,248	$1,248 was spent on a new gas space heater.	$2,096	$3,344	.28%

Total Five Year Maintenance Expenses: $34,442

Total Five Year Heating/Utility/Supplies/Janitorial Expenses: $9,465

Total Five Year Expenses (Maintenance & Utilities): $43,907

Average % of Total Town Budget over 5 Year Period: .6%

The following chart summarizes grants received by the town toward planning and feasibility studies related to the Town Hall. Funds for the Town Match are from the Town Hall Reserve Fund or the Selectboard Reserve Fund accounts. The Volunteer Match is calculated at a rate of $21.65 for general labor and $80 for professional labor.

SUMMARY OF GRANTS RECEIVED FOR PLANNING AND FEASIBILITY STUDIES OF CALAIS TOWN HALL

Grants Received	Source	Description	Grant Amount	Town Match	Volunteer/In-Kind Match
FY 15	Certified Local Government Grant	Grant received to investigate use option through a public engagement process and for the development of a potential funding plan for building repairs and improvements.	$16,319	$3,000	$7,879
FY 14	Certified Local Government Grant	$4,200 in grant funds matched with $1,850 in town funds and $950 in In-Kind labor to hire DeWolfe Engineering for structural assessment of the steeple.*	$4,200	$1,850	$950
FY 12	Certified Local Government Grant	Arnold & Scangas hired to conduct an architectural assessment on Town Hall	$10,000	$0	$6,670

* An additional $6,630 in funds from this grant were committed to the restoration and repair of windows and shutters. Those funds were matched with $1,530 in town Funds and $2,890 of In-Kind Contributions. ($3,735 in grant funding expended in FY15, $2,895 expended in FY16).

Total Grant Funds Received for Planning and Feasibility: $ 30,519
Total Town Match: $4,850
Total Volunteer In-Kind Match: $15,499

INVENTORY OF PUBLIC GATHERING PLACES IN CALAIS

In order to gauge the need for the Town Hall to remain a viable space for community meetings and official town use, the Task Force compiled a list of official and unofficial community groups that meet throughout the year in Calais (See Appendix VI). As of December 2015, the Town of Calais had 18 town appointed committees and boards, 9 community organizations or non-profit boards and an estimated 7-10 community groups that meet on an as needed basis. In 2015, the estimated total number of meeting days was 222, with some groups meeting as often as twice a month. Taking into account the significant demand for space, an assessment was conducted of buildings in Calais that have potential to serve as meeting space for town committees or public gatherings. A total of 14 properties were included in this inventory to assess the capacity to provide public meeting space and assess availability. It should be noted that there may be additional properties in town that serve as community gathering places, however, those spaces are not equipped or available for public meetings (See Appendix VI). Of the fourteen properties, two are municipally owned, one is a public school, one is a state owned historic site, one is a church, one is a private property, one is a privately owned business and seven are owned and managed by nonprofit organizations that serve a variety of interests in the community. Of the spaces inventoried, the Town Hall, Town Offices, East Calais Recreation Center, Maple Corner Community Center and Calais Elementary School are the most highly utilized and provide the greatest access to the public in terms of amenities. However, it must be noted that non-municipally owned facilities, such as the school, may be available, but priority for use of the space is for school business events and activities. There may also be fees involved in using non-municipal space. Other concerns and considerations include holding official town business that is open to the public in locations that are wheelchair accessible in order to comply with the Federal ADA laws regarding public meetings. Currently, only the Town Offices, the Calais Elementary School and Maple Corner Community Center provide fully accessible

meeting space and bathrooms. Based on this evaluation of public meeting spaces, and given the number of town appointed committees and community groups, the Town Hall should remain a viable option for housing community meetings. It is recommended that the town consider bringing the Town Hall up to 2010 ADA standards (See Action Item #3).

PART TWO - PUBLIC ENGAGEMENT AND OUTREACH PROCESS

THE TASK FORCE APPOINTMENT

In August 2015 the Calais Selectboard voted to establish a temporary appointed group called the Calais Town Hall Task Force ("Task Force"). The goal of the Task Force was to gather information and ideas about the future use of the Town Hall, what short-term and long-term steps should be taken in regard to the Town Hall and to consider available funding sources for repairs. It is important to note that the Task Force was not charged with making a recommendation about the location of Town Meeting, but rather looking at the future uses of Town Hall and how it can best serve the public. Please see Appendix V for further description of the roles of the Task Force as established by the Calais Selectboard.

The following Calais residents served on the Calais Town Hall Task Force:

Gail Graham, Co-chair
Larry Bush, Co-chair
Jan Ohlsson, Vice Chair
Cy Lamberton
John McCullough
Curtis Johnson

Selectboard liaison and staff support provided by Scott Bassage

Recommendations based on the analysis of input from Calais residents and analysis of the town's meeting space needs are presented herein by the Task Force to the Selectboard and town.

THE PROCESS

The Calais Town Hall Task Force, in collaboration with Arc & Arrow Consulting LLC, an independent community development consulting group, embarked on a public engagement and outreach process with the residents of Calais between August and November 2015. The Calais Town Hall has both an historic and practical importance to the Town of Calais. Historically Town Meetings were held there and the Ladies Home Mission provided relief services for people in need. Currently, the Town Hall is used primarily for town committee meetings between April and October. Thus, there were two primary objectives of the community outreach process: 1) to engage the entire community in planning for the future uses of the building, and 2) to identify any potential for increased use for community events or groups to establish the level of rehabilitation and/or restoration to the building that would be required to accommodate such events or groups.

In order to elicit as much Community input as possible, Arc & Arrow Consulting worked with the Task Force to design and conduct a town-wide survey. The survey was created using "Survey Gizmo", an electronic survey design, polling and analysis tool. The survey polled Calais residents on their preference on subjects such as the town's capacity to accommodate large public meetings, the potential future uses of the Calais Town Hall that would best serve the community, what features of the building should be improved or rehabilitated, how to fund the rehabilitation or restoration of the building, and whether the town should expand the use of the hall to include additional town office space.

The survey was open from September 7 to October 9, 2015 and was made available using the following methods of delivery: a paper version was mailed via the US Postal Service to all Calais residents who receive the Town Report; an electronic version was available online at the Calais Town website and a link was posted on Front Porch Forum several times between September 7 and October 9, 2015; and a paper version was made available at the Calais Town Office.

COMMUNITY MEETINGS

In addition to all Task Force Meetings being officially warned and open to the public, two community meetings were organized and held as part of the public outreach process. Calais citizens were invited to meet and discuss their thoughts and opinions about the potential uses and scope of revitalization that should occur with the Town Hall. The first community meeting was held on September 23, 2015 at the Town Hall with 19 people in attendance. The second community meeting was held on October 8, 2015 at the East Calais Recreational Center with 13 people in attendance. Lisa Ryan and Julie Bond of Arc & Arrow Consulting LLC led the discussions and took minutes to document the conversations that took place. Topics of discussion were similar to those covered in the Town Hall Survey and provided individuals a forum to discuss their views in a group and to voice their opinions directly with the Task Force, the Consultants and select members of the Historic Preservation Committee who were in attendance. See Appendix III for full meeting minutes from the community meetings.

SUMMARY OF SURVEY RESULTS

The Town Hall Task Force thanks all who participated in the survey and community meetings. The goal of the Task Force was to gather information and ideas about the future use of the Town Hall and to consider available funding sources for repairs. Input from the survey and the community meetings helped guide the work of the Task Force to ensure the building is put to its highest and best use, based on the needs and desires of the town. 187 people responded to the survey, though not everyone answered every single question. The following summary is broken into the broad question categories with survey results listed both numerically and as percentages, along with a summary of actions that the Task Force has taken to ensure the future of the Calais Town Hall.

THE BUILDING AND AVAILABLE SPACE

Survey results indicate that the Town Hall building is seen as an important part of the community's identity. An average of 65% of those who responded believe there is a need to provide space for public meetings and community gatherings that is accessible to people with disabilities. 68% of respondents also indicate that the town should explore weatherizing the space for year-round use.

Results indicate that 57.8% of those who responded believe there is adequate meeting space in Calais for 125 or more people. The Task Force wants to note that while the town has worked with the local elementary school to ensure there is a location for Town Meeting, availability of that space is not a guarantee. Availability of the school for town meetings of any size are contingent on availability of the space and subject to the approval of the school. The town only owns two buildings that have public meeting space: Town Hall and the Town Offices. Securing meeting space in one of the two town-owned buildings can be a challenge, with over 18 town-appointed committees and 10 active community organizations meeting regularly throughout the course of the year. As the Task Force looks 5 – 10 years into the future, it encourages the town to consider the broad range of meeting needs and the benefits of having meeting space that can accommodate large groups of people and is owned and controlled by the town.

Building and Space			
Question	Strongly Agree & Agree	Disagree & Strongly disagree	Total Responses
Town Hall is an important part of community identity	78.9% (142)	21.1% (38)	180
The town should explore weatherizing the Town Hall for year-round use.	68.9% (122)	31.1%(55)	177
The town needs a gathering place available to the general public for events, community gatherings and private functions that is accessible to people with disabilities.	70.2% (116)	29.7% (50)	166
The town needs a gathering space that includes a kitchen and dining	68.4% (117)	31.6% (54)	171
The Town of Calais needs additional space that is accessible to people with disabilities for town functions and meetings.	60.2% (100)	39.8% (66)	166
The Town of Calais has adequate public meeting space to accommodate groups of 125 or more people.	57.8% (96)	42.1% (70)	166
The town needs additional year-round space to conduct town business	52.1% (87)	47.9% (80)	167
The town should consider renovating the Calais Town Hall to provide additional town office space.	27.4% (43)	72.6% (114)	157

BUILDING IMPROVEMENTS AND PARKING

71.7% of those who responded agree that the town should explore improving the heating system at the Town Hall. The survey also indicates a desire for the town to explore how to both improve and increase parking at the Town Hall. 59.8% of those who respond would like the town to explore a

more flexible seating plan within the building and 53.7% would like the town to explore how to improve acoustics in the building.

Building Improvements and Parking			
Question	Strongly Agree & Agree	Disagree & Strongly disagree	Total Responses
Explore improving heating system	71.7% (119)	28.3% (47)	166
Improve parking	65.9% (116)	34.1% (60)	176
Increase parking space	59.9% (100)	40.1% (67)	167
Explore more flexible seating	59.8% (97)	40.2% (65)	162
Explore improving acoustics	53.7% (89)	46.3% (77)	166

FUNDING FOR REPAIR AND UPGRADES

Both the survey results and comments received with the survey indicate a concern about the cost of repairs and improvements to the Town Hall. Many people commented about their concern for increased property taxes to pay for this project. 89% of those who responded to the survey encourage the town to seek grant funding to pay for repair needs at the Town Hall. 65.1% of people who responded support using a combination of grant and taxpayer funding, while 53.7% would support the town in exclusively using taxpayer funds. 68% of people who took the survey agree that the town should consider establishing a plan to promote and manage the space for private events and gatherings. 80.2% would like the town to consider charging rent to help support expenses related to operating the building.

Funding			
Question	Strongly Agree & Agree	Disagree & Strongly disagree	Total Responses
Seek grant funding	89.0% (153)	11.0% (19)	172
Use combination grants & taxes	65.1% (110)	34.9% (59)	169
Use taxpayer money only	53.7% (88)	46.4% (76)	164

The town should consider charging rent for use of the Calais Town Hall in order to help pay for the operation of the building.	80.2% (138)	19.7% (34)	172
The town should consider establishing a plan to promote and manage the Calais Town Hall.	68.0% (115)	32.0% (54)	169

ACTIVITIES CONSIDERED IMPORTANT

There were a series of questions that asked how important certain activities were both to the community as a whole, and to people individually, if offered at the Town Hall. The top five (5) most important activities were: Town Meeting (85.4%), a Summer Craft and Farmer's Market (67.1%), Historical Displays (65.2%), Musical Performances (64.6%) and a Winter Farmer's Market (62.8%).

The Task Force members encourage the citizens of Calais to review the complete survey results and the minutes to both Community Meetings, which can be found on the Town's website: www.calaisvermont.gov

PART THREE - RECOMMENDED ACTION ITEMS

Based on an extensive exploration of meeting space needs, the condition of the building and the results of the survey and comments received at the community meetings, Arc & Arrow Consulting LLC worked with the Town Hall Task Force to identify and recommend the following action items to the Town of Calais:

ACTION ITEM #1 - FLOODPLAIN DETERMINATION

It is recommended that the Town of Calais work with the Department of Environmental Conservation to clarify floodplain boundaries and fluvial erosion hazard areas. Currently, the Town Hall is not considered to be within the Floodplain. The outcome of the determination of the floodplain status of the Town Hall may impact the level of review required for state and federal grant applications.

ACTION ITEM #2 - UPDATE ARNOLD & SCANGAS REPORT

It is recommended that the Town of Calais work with the Calais Historic Preservation Commission and Arnold & Scangas Architects to update the original architectural report to include the weatherization of the lower level of Town Hall for year round use and to identify the most energy efficient, zoned heating system to allow the lower and upper levels of the building to be used independently and in the most efficient way possible.

ACTION ITEM #3(A) & (B) & (C) - ACCESSIBILITY IMPROVEMENTS AND MAJOR BUILDING REPAIRS

Arc & Arrow Consulting LLC has identified potential grant funding sources, included in this report. Eligible uses of these funds include bringing the Town Hall into compliance with the American with Disabilities Act, and offsetting the cost of building repairs and improvements, including rebuilding or replacing the building foundation, improved parking and site access, and the installation of a more energy efficient heating system.

(A) It is recommended that the Town of Calais apply for grant funding for planning and predevelopment work related to improving accessibility and major building repairs. See Part Four of this report, "Funding Sources and Recommendations - Planning and Predevelopment Funding" - grants 1, 2, 3, and 4.

(B) It is recommended that the Town of Calais apply to a variety of funding mechanisms to include grant funding and/or low interest loan(s) for the implementation of the repair work to the Town Hall as identified in the planning and predevelopment phase of this work. See Part Four of this report, "Funding Sources and Recommendations - Major Building Repairs and Rehabilitation" - grants 6, 7, 8, 9, 10, 11, and 12.

(C) It is recommended that the Town of Calais explore the details and implications of municipal bond funding for a portion of the implementation of the repair work to the Town Hall as identified in the planning and predevelopment phase of this work.

ACTION ITEM #4 - INTERIOR SPACE - SEATING RECONFIGURATION

It is recommended that the Town of Calais work with the Calais Historic Preservation Commission to explore the possibility of creating a more flexible seating plan on the second floor to allow for a variety of uses and increased capacity. The configuration may be predicated upon the ultimate uses established for the second floor of the building. In addition, the floor plan layout could change with updates to the ADA features of the second floor (such as the re-location of the elevator/shaft), which could provide additional space for seating. This would be determined during the planning and predevelopment phase of the rehabilitation work to the Town Hall.

ACTION ITEM #5 - PARTNERSHIPS

It is recommended that the Town of Calais explore partnerships with existing community organizations that are interested in additional meeting space or a permanent physical location. For example, it was noted at the community meetings and appeared in the comments section of the town survey that the Calais Historical Society does not have an official 'home' or a physical space to house its historic collection. The survey also indicated interest in using the hall for musical performances, and winter and summer farmer's markets. Partnering with an existing or newly formed town organization that can share in the management, promotion and stewardship of the Town Hall building has potential to increase community use, support operating expenses and bring new vitality to an otherwise underutilized historic asset. See Part Four of this report, "Funding Sources and Recommendations - Planning and Predevelopment Funding" - grant 5.

ACTION ITEM #6 - PLAN TO PROMOTE THE TOWN HALL FOR COMMUNITY USE

It is recommended that the Town of Calais develops a plan to promote the Town Hall for increased community use. Options the town may want to consider in developing this plan include: establishing a Town Hall Committee to develop policies and to oversee management of the space; issuing an RFP to the public to engage an organization(s) or individual(s) to put forth its own proposal for the use and/or management of the Town Hall in collaboration with the town; or establishing a Friends of Town Hall group who will oversee the management, promotion and stewardship of the space. Examples of towns that have developed plans to promote Town Hall include: Bethel Town Hall (Managed by Town Committee), Plainfield Town Hall (RFP for Rental Coordinator), Bristol Town Hall (Managed by Recreation Department), Brandon Town Hall

(Managed and Operated by Friends of Brandon Town Hall), Fairlee Town Hall (Partnership with Historical Society), Brookfield Town Hall (Managed by Brookfield Community Partnership).

ACTION ITEM #7 - FEE FOR USE POLICY

It is recommended that the Town of Calais explore the option of establishing a fee for use policy to help offset the cost of general building operations for the Town Hall. Depending on the outcomes of Action Items #5 and #6, the fee for use policy may be developed by the Selectboard, an appointed town committee, in coordination with a community partner or by a friends group. Examples of towns with Fee for Use Policies that are available for review online include:

Plainfield - www.plainfieldvt.us/index.php/town-hall-opera-house/rental-agreement

Bethel - http://townofbethelvt.com/vertical/sites/%7B46C5C479-45BC-4485-9BD0-06530D0ACFB2%7D/uploads/Rental_Provisions_2014.pdf

Bristol - http://bristolrec.org/facilities-rental/

PART FOUR - FUNDING SOURCES AND RECOMMENDATIONS

PLANNING AND PREDEVELOPMENT FUNDING

Arc & Arrow Consulting LLC's recommendations on how to proceed with the funding is based the scope of work identified through the Arnold & Scangas Report, on evaluation of the town's meeting space needs, and on feedback received through the community survey and meetings. Both in the survey and at the community meetings, citizens wanted more information about costs of rehabilitation and proposed building improvements, as well as a sense of how the project would be funded. While the Arnold & Scangas Report from 2013 gives the town a basic idea of what needs to be done, Arc & Arrow recommends that the town pursues a planning grant from both the Vermont Community Development Program and the Vermont Housing and Conservation Board for design work and cost estimates. The results of the predevelopment work will provide the town with a solid roadmap and basis for applying for implementation funding. Since the survey and the community meetings also indicated that there may be some interest in exploring a partnership with the Historical Society, Arc & Arrow has provided some grant opportunities that may be used to explore and plan for archival storage space for housing historic collections.

1. The Vermont Community Development Program - Planning Grant
Federal grants for community development planning, downtown planning studies, project development planning for individual buildings. Fund can be used for pre-development work related to ADA compliance and flood mitigation.
Range: $3,000 (minimum) - $30,000 (maximum)
Eligibility: Municipalities for eligible municipal projects and/or may apply on behalf of organizations and private owners for projects with community benefit
Deadlines: Open application with funding decisions made throughout the year. Typically, applications are reviewed four times a year; Oct/Nov, Jan/Feb, April, June
Contact: Department of Housing & Community Development
One National Life Drive, Floor 6, Montpelier, VT 05620-0501
Telephone: (802) 828-5219
E-mail: cindy.blondin@vermont.gov
Internet: http://accd.vermont.gov/
Potential to address Action Item #3A

2. Vermont Housing and Conservation Board
The Board provides feasibility awards to assist with predevelopment costs and feasibility analysis for individual projects. This program pays for appraisals, engineering and environmental studies and options, for instance.

Historic Preservation applicants may request up to $10,000 as a grant for a single project to cover feasibility related expenses. Funds can only be used to compensate contracted services and may not

be used to compensate applicants for staff time. Historic buildings must be recognized to have outstanding local or regional significance, be listed in or eligible for the National Register of Historic Places, owned by a municipality or eligible non-profit, and be regularly used by the public. These awards are instrumental in helping grantees bring projects to the development stage. Applications for feasibility funding are reviewed as they are received and are not subject to application deadlines. To apply, please contact a conservation staff person.
Eligibility: Municipalities, non-profit organizations, and certain state agencies
Deadlines: Multiple cycles per year, please see website for details
Contact: Karen Freeman, Conservation Director
Vermont Housing and Conservation Board, 58 East State Street, Montpelier, VT 05602.
Telephone: (802) 828-5067
E-mail: kfreeman@vhcb.org
Internet: www.vhcb.org
Potential to address Action Item #3A

3. Preservation Trust of Vermont - Robert Sincerbeaux Fund Grants
Matching grants up to $500 are available to municipalities and community organizations for hiring consultants to provide technical assistance for preservation projects. Eligible activities may include hiring a preservation architect or contractor to do building condition assessments, organizational development, project planning, fundraising consultation, feasibility assessments, and other project development activities.
Range: $250 for a building assessment, up to $500 for other activities
Eligibility: Local organizations and municipalities
Deadlines: Ongoing
Contact: Elise Seraus, Preservation Trust of Vermont, 104 Church Street, Burlington, VT 05401
Telephone: (802) 658-6647.
Email: elise@ptvermont.org
Internet: www.ptvermont.org

Potential to address Action Item #3A

4. New England Grassroots Environmental Fund - Seed Grant
Seed grants are geared to groups launching new projects and/or evolving the scale of an existing project. Grants are intended to support community groups who represent the most exciting energy in environmental movement that are not being reached by traditional funders. The Fund interprets the work 'environment' broadly and will provide funding for a wide range of activities including planning for energy efficiency improvements to community buildings.
Range: up to $1000
Contact: New England Grassroots Environmental Fund, 209 Battery Street, Burlington, VT 05401
Email: info@grassrootsfund.org
Internet: www.grassrootsfund.org

Potential to address Action Item #3A

5. National Endowment for the Humanities - Sustaining Cultural Heritage Collections
This grant program focuses on preserving humanities collections. Grants support planning and implementing preventive conservation measures, which typically include managing relative humidity and temperature levels in collection spaces, providing protective storage enclosures and systems for collections, and safe guarding collections from theft and fire. This program encourages

sustainable preservation strategies, which are based on an understanding of the materials in collections, the performance of the building systems, the nature of the climate, the economic cost, and the impact on the environment. Current application guidelines are available at: www.neh.gov/divisions/preservation
All applications to the NEH must be submitted electronically through Grants.gov, the government-wide grants portal.
Deadline: December for Projects Beginning October
Contact: Division of Preservation and Access, National Endowment for the Humanities
Internet: http://www.neh.gov/grants/preservation/sustaining-cultural-heritage-collections
Telephone: (202) 606-8570
E-mail: preservation@neh.gov

Potential to address Action Item #5

MAJOR BUILDING REPAIRS AND REHABILITATION

Once the town has done the predevelopment work and established a solid plan for the rehabilitation of the building, Arc & Arrow recommends pursuing implementation funding through the Vermont Community Development Program (accessibility), The Vermont Housing and Conservation Board and the Vermont Division for Historic Preservation (for foundation repair and building rehabilitation), and from other smaller grant funding sources and low interest loan programs.

6. Community Development Block Grant Program - Accessibility Modification Grants
Federal grants for projects that bring existing municipal buildings that serve a municipal function and community non-school libraries into compliance with the Americans with Disabilities Act (ADA).
Range: $5,000 - $75,000
Eligibility: Municipalities for eligible municipal buildings only
Deadlines: Open application with funding decisions made throughout the year
Contact: Cindy Blondin, Grants Specialist, Department of Housing & Community Development, One National Life Drive, Floor 6, Montpelier, VT 05620-0501
Telephone: (802) 828-5219
E-mail: cindy.blondin@vermont.gov
Internet: http://accd.vermont.gov/

Potential to address Action Item #3B

7. Vermont Division for Historic Preservation - Historic Preservation Grants
The Vermont Division for Historic Preservation provides 1:1 matching grants for the repair and restoration of historic buildings listed or eligible for listing in the National Register of Historic Places in Vermont. Details on website. Applications are typically available in late July. There is one grant round per year.
Range: $1,000 - $20,000
Eligibility: Municipalities and non-profit organizations

Deadline: October 2016
Contact: Caitlin Corkins, Vermont Division for Historic Preservation, One National Life Drive, 6th Floor, Montpelier, VT 05620-0501
Telephone: (802) 828-3047
Email: Caitlin.corkins@vermont.gov
Internet:
http://accd.vermont.gov/strong_communities/preservation/grants/historic_preservation

Potential to address Action Item #3B

8. Vermont Housing and Conservation Board
The renovation of historic buildings reinforces Vermont's traditional settlement pattern, keeps economic and cultural activity in town centers, and promotes continued community use. VHCB has assisted with the preservation of more than 57 outstanding historic buildings around the state. Historic buildings acquired and/or rehabilitated with VHCB funding are protected by a Historic Preservation Easement held by VHCB and the Preservation Trust of Vermont.

Historic buildings must be recognized to have outstanding local or regional significance, be listed in or eligible for the National Register of Historic Places, owned by a municipality or eligible non-profit, and be regularly used by the public.
Range: Up to $150,000 – historic properties are not typically funded above $100,000.
Eligibility: Municipalities, non-profit organizations, and certain state agencies
Deadlines: Multiple cycles per year, please see website for details
Contact: Karen Freeman, Conservation Director, Vermont Housing and Conservation Board, 58 East State Street, Montpelier, VT 05602.
Telephone: (802) 828-5067
E-mail: kfreeman@vhcb.org
Internet: www.vhcb.org

Potential to address Action Item #3B

9. USDA Rural Development - Community Facility Loans and Grants
USDA Rural Development, Community Facility Program, can assist rural communities (municipalities) and community-based non-profit organizations to develop or improve essential public community facilities, such as Police or Fire Stations, Fire Trucks, Rescue Vehicles, Theaters, Museums, Community Centers, Senior Centers, Youth Centers, Municipal Buildings, Libraries, Educational Facilities, Rehabilitation Centers, Assisted Living Facilities, Ambulatory Care Centers, Nursing Homes, Health Clinics, Communications Centers, Child and Adult Care Centers. Funding assistance provided with low interest fixed rate, long-term loans. In some cases, matching grants may be available. Do not undertake any construction prior to application.
Eligibility: Non-profit corporations and public bodies serving communities of less than 20,000 population
Deadlines: Ongoing, but contact appropriate Rural Development office early in project development.
Contact: USDA Rural Development
Internet: http://www.rd.usda.gov/programs-services/community-facilities-direct-loan-grant-program

Potential to address Action Item #3B

10. Vermont Division for Historic Preservation - Certified Local Government Program
Grants are for resource identification and planning, National Register nominations, downtown planning, public education, archeological studies, building feasibility studies.
Range: $500 - $25,000
Eligibility: Municipalities that are Certified Local Governments through the Division for Historic Preservation.
Deadlines: Applications available Oct/Nov; Grant deadline Dec/Jan
Contact: Devin Colman, Vermont Division for Historic Preservation, One National Life Drive, 6th Floor, Montpelier, VT 05620-0501
Internet: http://accd.vermont.gov/strong_communities/preservation/grants/certified_local_govt
Telephone: (802) 828-3043
Email: devin.colman@vermont.gov

Potential to address Action Item #3B

11. Vermont Community Foundation
The Vermont Community Foundation administers a number of grant funds, some statewide and some available only to certain towns or regions. Some of the programs include historic preservation projects as eligible activities as well as special and urgent needs and capacity building. Competitive grants include: the Small and Inspiring, Nonprofit Capacity Building grant and the Walter Cerf Community Fund. Grant range, eligibility requirements, and deadlines vary by program. Consult the full listing of the Foundation's grant programs online.
Deadline: Check website for various program application dates
Contact: The Vermont Community Foundation, 3 Court Street, Middlebury, VT 05753
Telephone: (802) 388-3355
E-mail: info@vermontcf.org
Internet: http://www.vermontcf.org/

Potential to address Action Item #3B

12. New England Grassroots Environmental Fund - Grow Grant
Grow grants are geared to groups who are ready to expand the scope of their work. Grow groups often have one or more years of experience running community projects and are ready to take on pieces of local system strategy around their issue. Grants are intended to support community groups who represent the most exciting energy in environmental movement that are not being reached by traditional funders. The Fund interprets the work 'environment' broadly and will provide funding for a wide range of activities including weatherizing a community building, making it more energy efficient and/or installing small-scale renewable energy systems, by bringing together volunteers and organizing workdays to collectively implement changes. The fund can also be used to protect buildings and their interiors from the elements and modifying a building to reduce energy consumption.
Range: up to $3,500
Contact: New England Grassroots Environmental Fund, 209 Battery Street, Burlington, VT 05401
Email: info@grassrootsfund.org
Internet: www.grassrootsfund.org

Potential to address Action Item #3B

OTHER CONSIDERATIONS

Should the town decide to pursue a partnership with a community group that provides cultural programming, arts or humanities based events, the town may be eligible for additional funding through groups like the Vermont Arts Council and the National Endowment for the Humanities. The Cultural Facilities Grant from the Vermont Arts Council can be used for a variety of building related projects including but not limited to: the installation of acoustical tiles for improved sound quality, purchase archival storage, theater seating, lighting and equipment.

13. Vermont Arts Council - Cultural Facilities Grant Program
The Cultural Facilities Grant Program is administered by the Vermont Arts Council in conjunction with the Vermont Historical Society, and the Vermont Division for Historic Preservation. The purpose of the program is to enhance or expand the capacity of an existing building to provide cultural programming. The program awards grants on a competitive basis to nonprofit organizations and municipalities to make improvements to community facilities that provide cultural activities for the public.
Range: $1,000 - $30,000 and require a 1:1 match
Deadline: Check website for application dates
Contact: Michele Bailey, Program Director/ADA Coordinator, Vermont Arts Council, 136 State Street, Montpelier, VT 05633-6001
Telephone: (802) 828-3294
Email: mbailey@vermontartscouncil.org
Internet: www.vermontartscouncil.org

14. National Endowment for the Humanities - Preservation Assistance Grants for Smaller Institutions
Grants are available to small and mid-size institutions to enhance their capacity to care for humanities collections. Grants can be used for preservation assessments, consultations with preservation professionals to address a specific preservation problem or to create a disaster response plan, attendance at preservation workshops, and the purchase of basic storage supplies or equipment.
Range: Grants up to $6,000
Deadline: Check website for announcements concerning this grant program.
Contact: Division of Preservation and Access, National Endowment for the Humanities
Telephone: (202) 606-8570
E-mail: preservation@neh.gov
Internet: http://www.hen.gov/grants/preservation/preservation-assistance-grants-smaller-institutions

15. National Endowment for the Humanities - Preservation Access: Humanities Collections and References Resources Grants

This grant program addresses the possibilities presented by advances in digital technology to ensure that significant collections are preserved and available for research, education, or public programming in the humanities. Applications may be submitted for the following activities: digitizing collections, arranging and describing archival and manuscript collections, cataloging collections of printed works, photographs, recorded sound, moving image, art, and material culture, preservation reformatting, deacidification of collections, and preserving and improving access to humanities resources in "born digital" form. Applicants may combine preservation and access activities within a single project or concentrate either on preserving or providing intellectual access to collections and humanities content. Projects to digitize collections may focus on the holdings of a single repository or multiple repositories. All digitization projects should be designed to facilitate sharing and exchange of humanities information.
Range: Awards range from $100,000 to a maximum of $350,000 for a two-year period
Eligibility: Any U.S. non-profit organization is eligible, as are state and local governmental agencies and tribal governments.
Deadline: Check website for announcements concerning this grant program.
Contacts: Division of Preservation and Access, National Endowment for the Humanities
Telephone: (202) 606-8570
Internet: http://www.neh.gov/grants/guidelines/Collections_and_Resources.html

PART FIVE - APPENDICES

I. ARNOLD & SCANGAS REPORT 2013

II. RESULTS OF TOWN SURVEY

III. MINUTES FOR COMMUNITY MEETINGS

III a. Calais Town Hall Community Meeting – September 23, 2015

III b. Calais Town Hall Community Meeting – October 8, 2015

IV. TOWN WARDEN JOB DESCRIPTION

V. DESCRIPTION APPOINTING THE TASK FORCE

VI. INVENTORY OF TOWN COMMITTEES AND GROUPS

VII. INVENTORY OF PUBLIC GATHERING PLACES

APPENDIX I
ARNOLD & SCANGAS ARCHITECTS
SITE AND BUILDING ASSESSMENT FINDINGS REPORT FOR THE CALAIS TOWN HALL

SITE AND BUILDING ASSESSMENTS FINDINGS

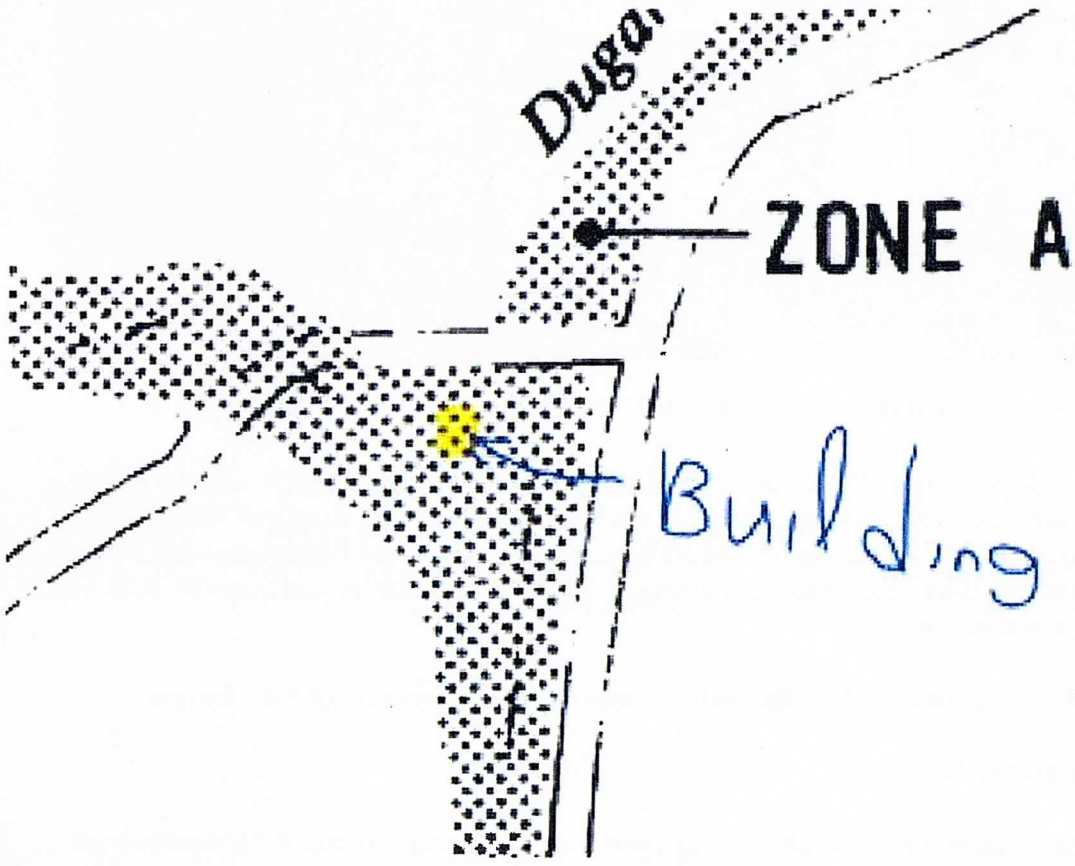
SUBMITTED BY ARNOLD & SCANGAS ARCHITECTS FEBRUARY 25, 2013

Site and Building Assessment and Findings

The Calais Town Hall is in good condition for its age. The main issue is drainage around the building, the proximity of very damp soils in the crawl space to the lower floor framing and the age of the existing roof. There are some life safety building codes and accessibility requirements that need to be addressed as well.

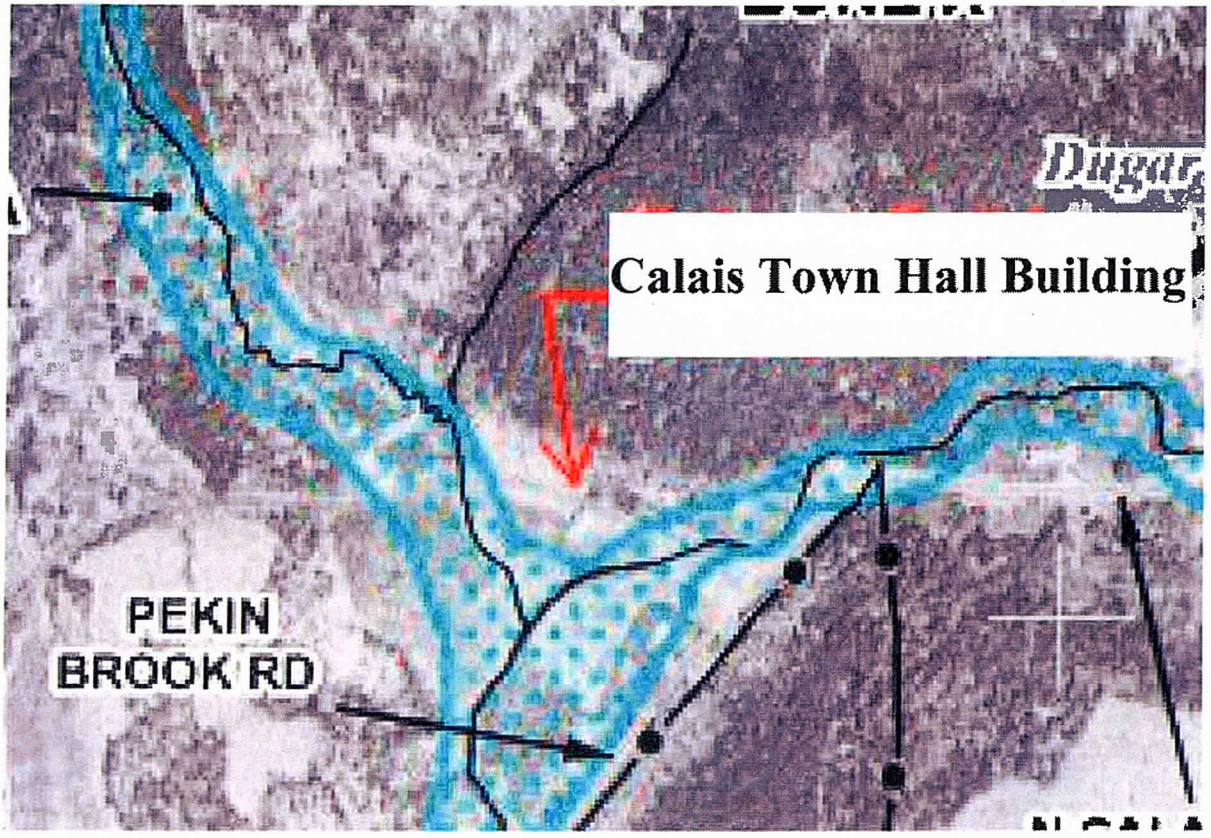
Site:
Flood Elevation and Mitigation:

The building experienced a flood in 1984 which is marked on the lower floor at about 28" above the floor level. It is understood that the Building Committee has had discussion regarding flood potential on the lower level and has been reluctant to move forward with any additional renovations without a better understanding regarding flood risk. The 1960's FEMA flood mapping (FIRMETTE) shows the building clearly in the 100 year flood zone. Based on interpolation of this map, the 100 year flood elevation would likely have been considered at somewhere between one and four feet above the lower floor. (See Below)



FEMA FLOOD MAP- 100 YEAR FLOOD ZONE – 1960'S NOW VOID

Recent re-mapping has been completed by FEMA (effective March 2013) which clearly shows the building outside of the 100 year flood zone. The line of the Flood Zone is in the field south of the building less than 100 yards away. The topography in this area is gently sloping indicating that the building is only moderately higher than the 100 year flood elevation.



FEMA FLOOD- MAP MARCH 2013 - 100 YEAR FLOOD ZONE

Neither of the FEMA studies (1960's or current) were done in enough detail to allow a specific 100 year flood elevation to be determined. The removal of the building from the 100 year flood zone as mapped by FEMA means that Flood Mitigation Grants from the Federal Government are not possible unless there are three documented flood events. It is understood that this documentation is not available.

The change in the flood location from the earlier mapping to the current is not fully known.

However, likely factors include:

- Replacement of the culvert downstream may have been taken into account. A blocked culvert at this location would quickly cause the area to flood.
- Additional technical information- FEMA is constantly updating information on rainfall events and on the watershed.

It should be understood that there is no such thing as ***the*** flood elevation unless it is a reference to a specific flood event. FEMA mapping addresses the 100 year flood event or the flood that has a 1% chance of occurring in any one year. While the specific risk is difficult to determine in this location, it is our opinion that there is a likelihood of a flood impacting this building again within its anticipated useful life.

Dry flood proofing (keeping water out of the building in the event of a flood) of this building in its current location is not feasible due to the nature of the construction; the floors and walls are porous and not easily sealed to resist water pressure and flow.

Wet flood proofing (allowing water into the building during a flood and then allowing it to drain) could be feasible. However, this option requires using materials that are not susceptible to deterioration, rot and mold infestation which would require full replacement of finishes at the lower level as well as removal of electrical systems to above the flood level. The framing is already subject to high moisture levels and shows signs of deterioration and mold infestation.

Raising the building above a reasonable flood elevation is a feasible alternative. It makes sense to raise the building above the 1984 flood level. However, further evaluation and discussion of the risk should be completed before finalizing the specific distance. This option also solves several additional issues:

- Drainage at the north (road) side and parking lot side is poor with grade sloping towards the building. Raising the building will allow positive drainage away from the structure.
- Wood sills and siding are in contact with existing grade on the north and east sides. Raising the building will facilitate replacement of rotted sills and help preserve the replacement sills and siding.
- The road has been raised over time. The bottom of the stair leading to the upper floor is now below road level. A new stair would place it at road level.
- The proximity of the crawl space grade to the floor framing should be increased to reduce moisture content in the wood.
- Raising the building will allow for a more efficient framing repair project as there is **very** little room to work in the crawl space.
- By coordinating foundation repair/replacement with raising the building, two issues are solved at once.

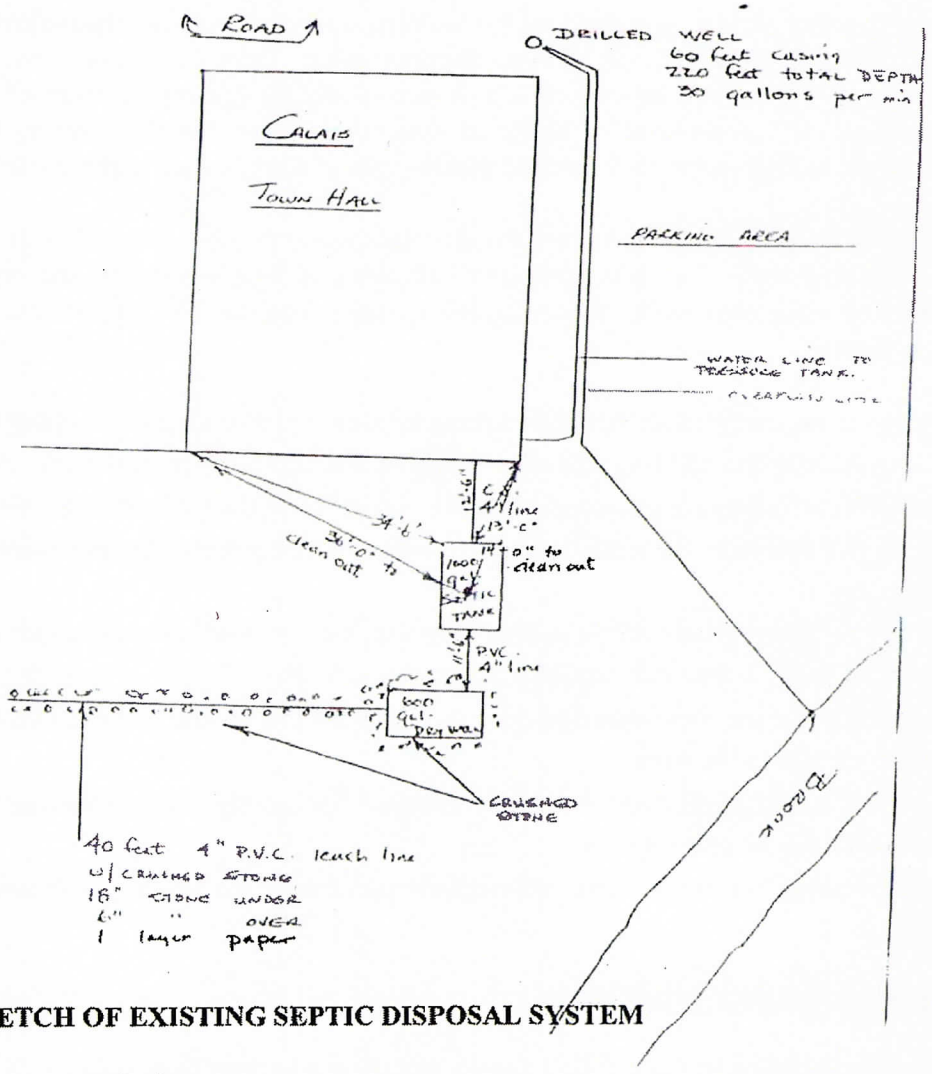
Flood Proofing Recommendations:

- Raise the elevation of the building approximately two to three feet.
- Place a new concrete slab with vapor barrier in the crawl space.
- The new foundation would be designed to resist flood water infiltration into the crawl space. However, due to the structural implications of keeping the floor slab from floating, water

would be allowed to slowly migrate through the soil into the crawl space during a major flood event. After a flood event, the remaining water would then be pumped out of the space.

Septic System:

A schematic drawing of the existing septic disposal system was provided by the Building Committee (see below). The system consists of a septic tank and a dry well. This system is allowed as an existing system with intermittent use. If the building is to be considered for full time use or for events, improvements may be required.



SCHEMATIC SKETCH OF EXISTING SEPTIC DISPOSAL SYSTEM

Septic System Recommendations:

- Provide periodic maintenance and inspection of the system including pumping out the septic tank.
- Monitor periodically and review for potential failure.
- Protect the system from damage during construction activities.

- Plan for further evaluation, replacement or use of portable toilets if more sustained use or a change of use is anticipated.

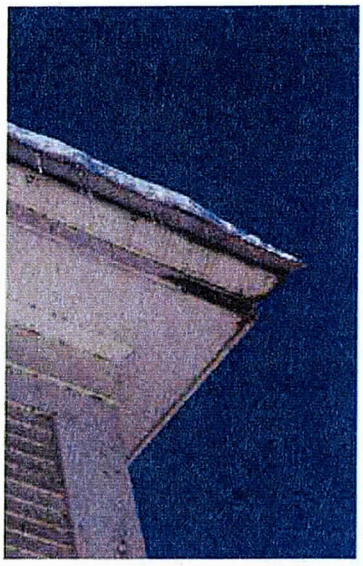
Roof:

The existing corrugated metal roof has reached the end of its useful life and needs to be replaced. The Building Committee indicated that the main roof and the steeple roofs are scheduled to be replaced. The following recommendations are based on visual observations at the time of the site visit. Where the existing main roof meets the steeple, the intersection currently has not been properly flashed. The existing corrugated metal roof/flashing sits on top of the clapboards/trim. The new roof needs to be properly flashed so water does not enter at that intersection. This will require ice and water shield and metal counterflashing with the flashing under the trim and clapboard instead of on top. Prior to the new roof being installed, a metal roof drip edge along the roof perimeter needs to be installed.

The front porch and rear stair tower roofs are covered with wood shingles. Those that were visible appeared to be in good condition.

Exterior Clapboards and Trim:





The clapboard siding and trim on the Town Hall is generally in good condition for a building of this age. The clapboard siding and trim on the stair addition is in fair condition.

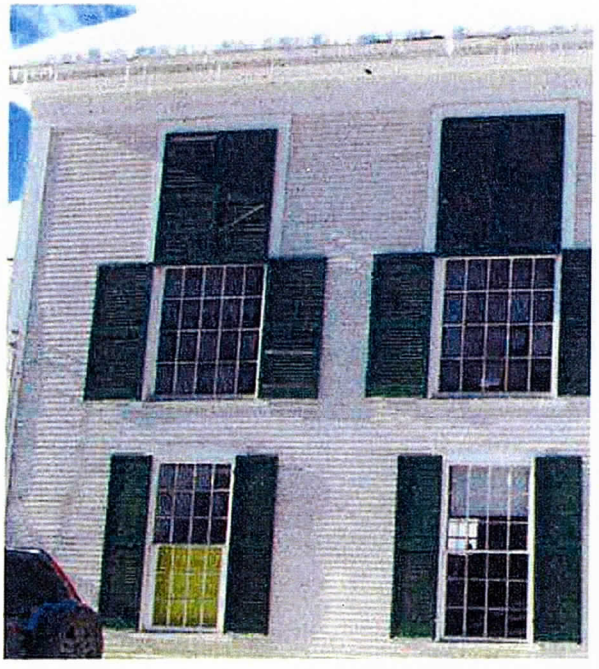
At the northeast corner of the roof eave, the vertical trim board is water damaged.

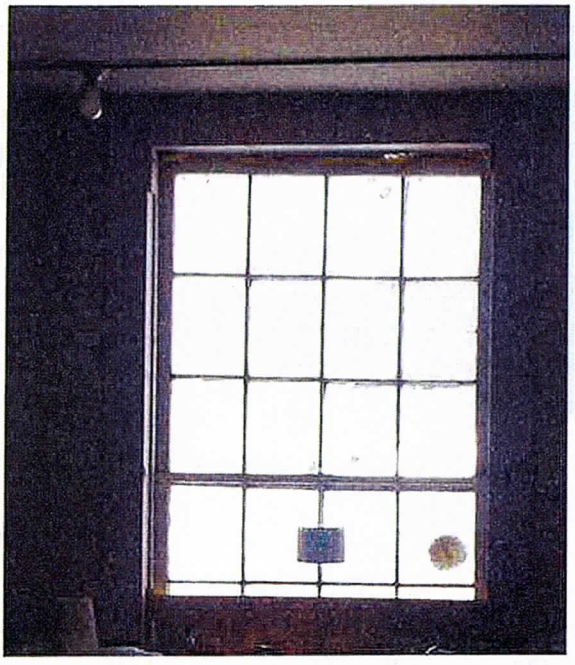
At the lower entrance (northeast corner of the building), water run-off from the main roof is causing damage to the wood clapboards above entrance roof below and to the sides of the entrance.

Exterior Clapboards and Trim Recommendations:

- At the northeast corner of the roof eave, the vertical trim board that is water damaged needs to be replaced
- The existing skirtboards and approximately three-four courses of clapboard siding above the skirtboard on all sides of the Town Hall and stair addition need to be replaced.
- There are a number of rotted and damaged clapboards and trim at the stair addition that need to be replaced.
- Water damaged clapboards above and to the sides of the lower floor entrance roof need to be replaced. A roof gutter or rain diverted should be installed at the main roof to divert water from falling onto the lower floor entrance roof.
- All damaged/rotted clapboards and trim that are replaced, should be replaced in kind, matching material, the dimensions and profiles of the existing clapboards and trim pieces.
- Clapboards and trim are to be scraped of all loose paint, sanded, prepped for painting, primed, painted (one coat of primer and two coats of finish paint) and joints caulked and sealed.

Windows and Shutters:





The windows are in fair condition and a majority of the window glass is original. There are window sash parts that need to be replaced. Quite of few of the existing windows are currently not properly closed. There are gaps where the heads of the upper sash meet the head of the window frame; in some cases insulation has been placed to fill the gaps. There are no mechanisms in place for operating the windows.

According to the Building Committee, the building will not be occupied in cold weather and will remain unheated. It is not appropriate to go through the expense of installing storm windows and weather stripping the windows, since saving energy is not a factor. Installing storm windows will have negative visual impact on the historic windows.

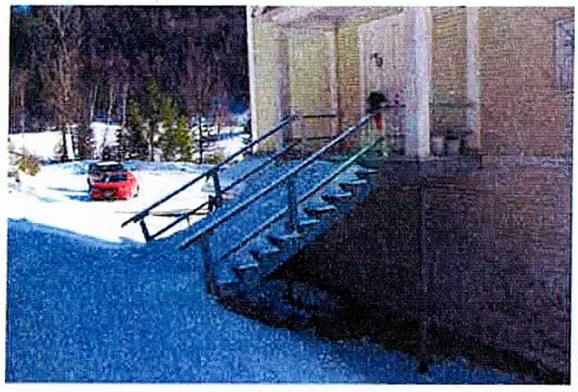
There are a number of broken and missing window panes.

A number of existing shutters have broken and missing louver blades.

Window and Shutter Recommendations:

- The historic windows are to be retained, removed from the building and repaired in-kind, matching the dimensions and profile of the historic material. Windows are to be re-installed so that they can be closed properly.
- Windows are to be scraped of all loose paint, sanded, prepped for painting, primed and painted (one coat of primer and two coats of finish paint).
- Replace missing or broken glass panes
- Replace deteriorated and/or missing glazing bead.
- Replace missing and damaged louver blades on window shutters, which are to be replaced in-kind, matching the dimensions and profile of the historic material. Shutters are to be scraped of all loose paint, sanded, prepped for painting, primed and painted (one coat of primer and two coats of finish paint).

Front Porch and Stairs:



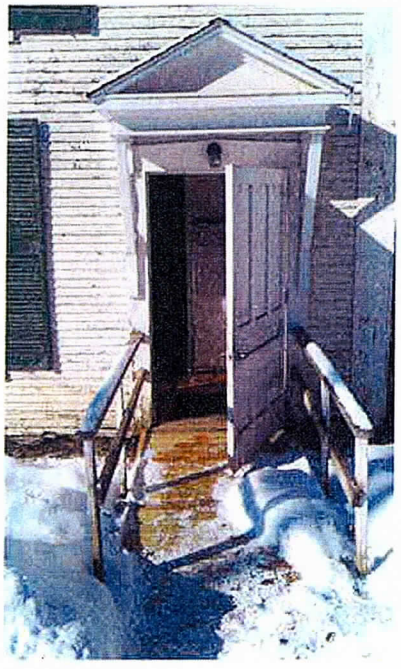


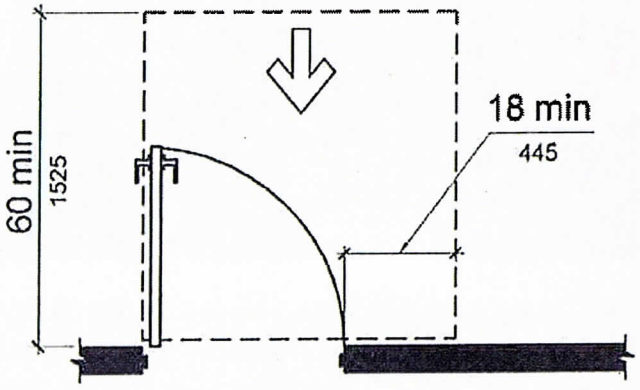
The current front porch and stairs do not meet code for fall protection. Due to the front porch and stair height above grade, a guard rail is required at a height of 42" above the floor of the porch. Guards are required to have intermediate rails or ornamental pattern such that a sphere 4 inches in diameter is not able to pass through any opening. A handrail is required at the stairs and needs to be located at a height of not less than 34 inches and no more than 38" above the surface of the tread. Due to the width of the existing stairs, an intermediate handrail is required at the center of the stair for the entire run of the stair.

Front Porch and Stair Recommendations:

- At the existing Front Porch, remove the existing wood railings and provide and install a new wood guard rail at a height of 42" above the porch deck and intermediate rails or ornamental pattern such that a sphere 4 inches in diameter is not able to pass through any opening.
- At the existing stair, remove the existing wood railings and provide and install a new wood guard rail at a height of 42" above the stair tread and intermediate rails or ornamental pattern such that a sphere 4 inches in diameter is not able to pass through any opening. Provide and install a new wood handrail at the stairs, located at a height of not less than 34 inches and no more than 38" above the surface of the tread. Provide and install a new intermediate railing at the center of the stair.
- If the recommendation to raise the building 2'-3' is accepted, then the existing stair will need to be removed and replaced. A new wood stair framing system will be installed with three concrete sono tubes for the end of the stairs to sit on. New treads to be a minimum of 11" deep and risers to be a maximum of 7" high. New railings and guards will need to be installed at the same dimensional requirements as required for the exiting stair.

Lower Floor Accessible Entrance:
The lower floor accessible entrance does not meet accessibility requirements. On a front approach to a door, 18" clear is required parallel to the door, beyond the latch side, There currently is approximately 4". The door swing cannot be changed to swing into the building, since the lower floor has a capacity of more than 50 occupants. When there are more than 50 occupants in a space, all doors are required to swing in the direction of egress.





(a)
front approach, pull side

Lower Floor Accessible Entrance Recommendations:

- The existing "bridge" needs to be made wider to accommodate the additional 18" clearance for a requirement for a depth of 60"
- If the recommendation to raise the building 2'-3' is accepted and the lift is relocated then stairs and railings would be installed at this location. If the recommendation to raise the building 2'-3' is accepted and the lift is not relocated, then this area of the parking lot would be re-graded so that this entrance is accessible without a "bridge."

Interior:

Floor Plans, Accessibility:

The lower and upper floor plans are original except for a rear stair addition and an interior chair lift and enclosure that have been added at the front of the building. The existing chair lift does not meet current accessibility codes.

Since the chair lift needs to be replaced, a second option would be to relocate it to a more appropriate location. A more appropriated location would be adjacent to the existing stair addition.

At the lower floor, the existing bathroom at the lower floor plan does not meet accessibility requirements. The existing door swings into the space and into the clear floor space of the toilet and sink which is not allowed.

Floor Plans, Accessibility Recommendations:

- The existing chair lift needs to be removed along with all associated wiring, controls, supports, door frames and locksets at existing doors. The existing doors can be salvaged for reuse. A new chair lift, wiring, associated controls, supports, door frames, locksets and electric strikes need to be installed. The existing salvaged doors will be reinstalled.
- A new addition off the existing stair addition could be constructed to accommodate a new code complaint chair lift. This would allow for the lower and upper floors to be returned to their original historic appearance.
- At the existing lower floor bathroom, change the swing of the existing door swing so that the door swings out instead of in.

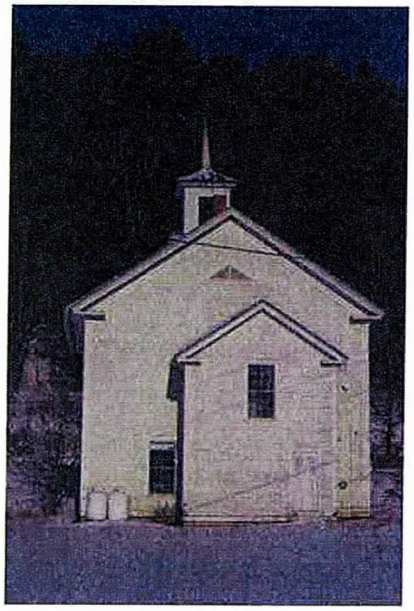
Life Safety Building Code:

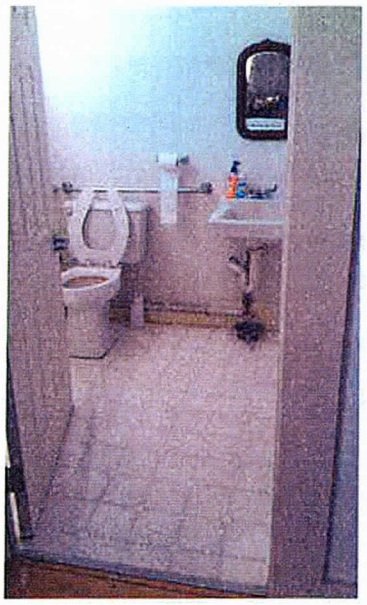
The Town Hall is considered an Assembly Use since it has a capacity of over 50 occupants per code. Assembly Use requires a fire alarm system with manual pull stations at all exits and a dialer (which requires an active phone line) to a monitoring station.

At the lower and upper floors there are existing exit lights and emergency egress lights. The existing exit lights were not illuminated. The existing emergency egress lights were not operating and their batteries may have to be replaced.

At the lower floor, the existing exterior door of the rear stair addition has a step down to grade of approximately 19."

At the existing stair at the rear addition, the existing railing that is located on the center wall of the existing stair is required to be continuous.





Life Safety Building Code Recommendations:

- Since this building is going to be used on a limited basis, a variance request to the Vermont Department of Fire Safety to eliminate the fire alarm system requirement should be investigated. They may consider, a couple of options, such as, the removal of the existing wood stoves, installation of new heat detectors with notification to the fire department or requiring a fire watch, which means a fireman has to be present with the ability to communicate directly with the Fire Department in case of emergency when the building is occupied.
- Confirm that the illuminated exit lights are still operable, if not, they will need to be replaced. Confirm that the batteries for the emergency egress lights will maintain a charge when power is turned on, if not then the existing batteries will need to be replaced.
- At the existing rear stair, remove the existing handrail at the center wall and install a new 1 1/2" diameter hardwood handrail that is continuous from the upper floor landing to the lower landing.
- At the existing exterior door at the rear stair addition. The height of the step cannot be greater than 7." In order for the addition to be a means of egress, three steps need to be installed including a railing on both sides.

Roof Framing:

The roof framing was observed to be generally in good condition with a few notable exceptions. The roof is supported on two King Post trusses and a Queen Post truss at the steeple. Rafters are supported at intermediate 7" x 7" purlins running between the trusses.

The rafters and purlins appear straight and in good condition. The rafters appear to meet current code requirements while the purlins appear to be below code requirements.

The gable trusses are in good condition without movement, significant deflection or noticeable stress at the connections. No detailed analysis has been made of the trusses.



TYPICAL ROOF FRAMING- RAFTERS AND PURLINS

The Queen Post truss at the steeple shows signs of deflection with some splitting of the top chord at the purlin connection. (see photo at right). The leaning of the steeple observable from the outside is an indicator that there has been deflection of this truss. The configuration of a Queen Post truss (without a diagonal member at the center portion) is not as stiff as the King Post trusses and allows the bottom chord to develop very high stresses.



PURLIN TO QUEEN POST TRUSS CONNECTION- SPLIT IN TOP CHORD

A small section of rotted framing was noted at the south side near the chimney.



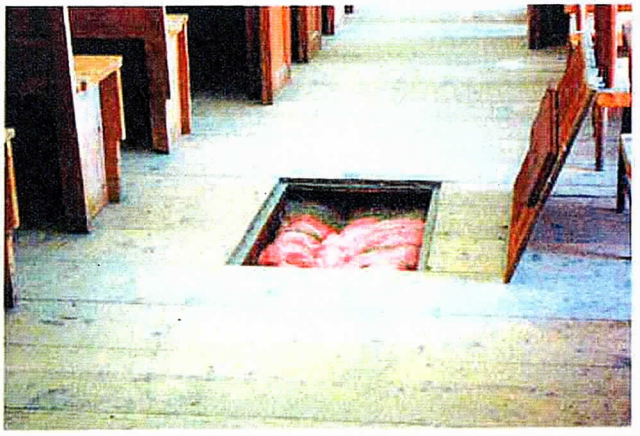
Roof Framing Recommendations:

- The Queen Post roof truss should be evaluated in further detail and improvements made to repair damaged members and stiffen the truss.
- The rotted section of framing at the south near the chimney should be replaced or repaired.

Second Floor Framing:



First Floor Posts Supporting Second Floor



Second Floor Framing Access Hole

A portion of the second floor framing was observable by removing sections of floor boards. The floor joists are 3" x 9" timbers at 24" spacing. The beams were not observed, but appear to be supported on the system of posts observed at the first floor. The required loading for this area is 60 psf for "fixed seating assembly."

The floor appears to be in good serviceable condition without noticeable deflection and is not overly "bouncy" when walked on. The current code requirements require a 60 PSF live load for "Assembly with Fixed Seating".

The floor joists meet the current code requirements. The beams were not observed, but a standard 8" x 9" beam would be about 10% below current code requirements.

Second Floor Framing Recommendations:

- The floor appears to be in good, serviceable condition. Second floor use should not be altered; fixed seating should remain and tightly packed crowds should be avoided in the aisles and open areas.
- The front entry and stair framing should be reinforced or replaced. The framing is very lightly framed and has limited capacity.



Entry and Stair Framing

First Floor Framing and Foundation:

The first floor framing is constructed over a very shallow crawl space. The area is used for meetings and would be classified under assembly use and would require a 100 PSF Live Load under current code requirements. The beams are 9" x 9" timbers and joists are half logs of about 8" diameter. The foundation is concrete masonry units (CMU). Where the existing joists are in good condition, they would meet current codes for loading requirements. The beams would be at about 50% of the required 100 psf live load.



Rotted and Moldy Beams

The proximity of the very damp soil conditions in the crawl space to the framing has allowed the timbers to have very high moisture content. Framing for the north two bays has rotted substantially to the point that its load carrying capacity is limited and mold is present.



Crawl Space Below First Floor



The exterior foundation wall is in fair condition. There are areas where there is noticeable shifting and deterioration of the wall. The interior CMU masonry piers appear to be dry laid (no mortar in the joints) and are in fair condition.

CMU Masonry Foundation Wall

Timber sills were noted to have rotted especially at the north and east sides of the building where they are in contact with the ground.



Buried Sills at Parking Lot Side of Building

First Floor Framing & Foundation Recommendations:

- The rotted portion of the first floor framing must be replaced or repaired. This is currently a safety concern and the northern portion of the first floor should not be occupied by more than two or three people at a time. Temporary shoring of the rotted beams and joists should be considered.
- Exterior sills should be evaluated in detail and replaced where rotted.
- Interior piers should be reconstructed with suitable cast-in-place concrete piers or fully mortared and reinforced masonry piers with footings placed at frost depth.
- The exterior foundation wall should be further investigated by excavating along the perimeter of the building and replaced or repaired.
- A new vapor barrier and mud slab should be installed in the crawl space to minimize future moisture damage.
- All work related to first floor framing and foundation should be coordinated with flood mitigation efforts.

Structural Floor Plans, Accessibility:

A new addition off the existing stair addition to accommodate a new code complaint chair lift would allow for the lower and upper floors to be returned to their original historic appearance.

Structural Floor Plans, Accessibility Recommendations:

- An addition could be constructed for the new chair lift to the south of the existing rear stair addition. Conceptual construction description as follows:
- Cast-in-place concrete foundation with 8" reinforced frost walls with 24"x 10" concrete footings down to five feet of frost depth. A new 4" slab on grade with vapor barrier.
- Exterior walls to be constructed of 2" x 6" framing at 16" with 1/2" plywood wall sheathing at the exterior.
- Floor framing to be 2" x 8" at 16" on center with 3/4" plywood floor sheathing.
- Roof framing to be pre-fabricated roof trusses at 24" on center with 3/4" plywood roof sheathing.
- Each floor level to be tied to the existing building with lag screws at 16" spacing.

Priorities:

1. **Life Safety Building Code and Floor Plans, Accessibility Recommendations;**
   Life Safety Building Code Recommendations:
   - Since this building is going to be used on a limited basis, a variance request to the Vermont Department of Fire Safety to eliminate the fire alarm system requirement should be investigated. They may consider, a couple of options, such as, the removal of the existing wood stoves, installation of new heat detectors with notification to the fire department or requiring a fire watch, which means a fireman has to be present with the ability to communicate directly with the Fire Department in case of emergency when the building is occupied.
   - Confirm that the illuminated exit lights are still operable, if not, they will need to be replaced. Confirm that the batteries for the emergency egress lights will maintain a charge when power is turned on, if not then the existing batteries will need to be replaced.
   - At the existing exterior door at the rear stair addition. The height of the step cannot be greater than 7." In order for the addition to be a means of egress, three steps need to be installed including a railing on both sides.

   Floor Plans, Accessibility Recommendations:
   - At the existing lower floor bathroom, change the swing of the existing door swing so that the door swings out instead of in.

   Cost Estimate: $ 18,720 - $ 22,365

2. **Lower Floor Accessible Entrance Recommendations:**
   - The existing "bridge" needs to be made wider to accommodate the additional 18" clearance for a required depth of 60"

   Cost Estimate: $ 4,500 - $ 6,100

3. **Flood Proofing, Septic System, First Floor Framing and Foundation, Front Porch and Stair and Lower Floor Accessible Entrance Recommendations**

Flood Proofing Recommendations

Septic System Recommendations

First Floor Framing & Foundation Recommendations

Front Porch and Stair Recommendations:

- At the existing Front Porch, remove the existing wood railings and provide and install a new wood guard rail at a height of 42" above the porch deck and intermediate rails or ornamental pattern such that a sphere 4 inches in diameter is not able to pass through any opening.
- If the recommendation to raise the building 2'-3' is accepted, then the existing stair will need to be removed and replaced. A new wood stair framing system will be installed with three concrete sono tubes for the end of the stairs to sit on. New treads to be a minimum of 11" deep and risers to be a maximum of 7" high. New railings and guards will need to be installed at the same dimensional requirements as required for the exiting stair.

Lower Floor Accessible Entrance Recommendations:

- If the recommendation to raise the building 2'-3' is accepted and the lift is relocated then stair and railings would be installed at this location. If the recommendation to raise the building 2'-3' is accepted and the lift is not relocated, then this area of the parking lot would be re-graded so that this entrance is accessible without a "bridge."

Cost Estimate: $ 244,500 - $ 293,400

4. **Floor Plans, Accessibility Recommendations:**

- The existing chair lift needs to be removed along with all associated wiring, controls, supports, door frames and locksets at existing doors. The existing doors can be salvaged for reuse. A new chair lift, wiring, associated controls, supports, door frames, locksets and electric strikes need to be installed. The existing salvaged doors will be reinstalled.

Cost Estimate: $ 42,600 - $ 51,000

5. **Front Porch and Stair Recommendations:**

- At the existing Front Porch, remove the existing wood railings and provide and install a new wood guard rail at a height of 42" above the porch deck and intermediate rails or ornamental pattern such that a sphere 4 inches in diameter is not able to pass through any opening.
- At the existing stair, remove the existing wood railings and provide and install a new wood guard rail at a height of 42" above the porch deck and intermediate rails or ornamental pattern such that a sphere 4 inches in diameter is not able to pass through any opening. Provide and install a new wood handrail at the stairs, located at a height of not less than 34 inches and no more than 38" above the surface of the tread. Provide and install a new intermediate railing at the center of the stair.

Cost Estimate: $ 6,500 - $ 9,400

6. **Exterior Clapboards and Trim and Roof Framing Recommendations:**

Exterior Clapboards and Trim and Roof Framing Recommendations:

- At the northeast corner of the roof eave, the vertical trim board that is water damaged needs to be replaced
- The existing skirtboards and approximately three-four courses of clapboard siding above the skirtboard on all sides of the Town Hall and stair addition need to be replaced.
- There are a number of rotted and damaged clapboards and trim at the stair addition that need to be replaced.
- Water damaged clapboards above and to the sides of the lower floor entrance roof need to be replaced. A roof gutter or rain diverted should be installed at the main roof to divert water from falling onto the lower floor entrance roof.
- All damaged/rotted clapboards and trim that are replaced, should be replaced in kind, matching material, the dimensions and profiles of the existing clapboards and trim pieces.
- Clapboards and trim are to be scraped of all loose paint, sanded, prepped for painting, primed, painted (one coat of primer and two coats of finish paint) and joints caulked and sealed.

Roof Framing Recommendations:

- The Queen Post roof truss should be evaluated in further detail and improvements made to repair damaged members and stiffen the truss.
- The rotted section of framing at the south near the chimney should be replaced or repaired.

Cost Estimate: $ 38,600 - $ 46,300

7. **Window and Shutter Recommendations:**

- The historic windows are to be retained, removed from the building and repaired in-kind, matching the dimensions and profile of the historic material. Windows are to be re-installed so that they can be closed properly.
- Windows are to be scraped of all loose paint, sanded, prepped for painting, primed and painted (one coat of primer and two coats of finish paint).
- Replace missing or broken glass panes
- Replace deteriorated and/or missing glazing bead.
- Replace missing and damaged louvers blades on window shutters, which are to be replaced in-kind, matching the dimensions and profile of the historic material. Shutters are to be scraped of all loose paint, sanded, prepped for painting, primed and painted (one coat of primer and two coats of finish paint).

Cost Estimate: $ 34,800 - $ 41,780

8. **Life Safety Building Code Recommendations:**

- At the existing rear stair, remove the existing handrail at the center wall and install a new 1 1/2" diameter hardwood handrail that is continuous from the upper floor landing to the lower landing.

Cost Estimate: $ 2,500 - $ 3,500

9. **Floor Plans, Accessibility Recommendations:**

Floor Plans, Accessibility Recommendations:

- A new addition off the existing stair addition could be constructed to accommodate a new code complaint chair lift. This would allow for the lower and upper floors to be returned to their original historic appearance.

Structural Floor Plans, Accessibility Recommendations:

- An addition could be constructed for a new chair lift to the south of the existing rear stair addition. Conceptual construction description as follows:
- Cast-in-place concrete foundation with 8" reinforced frost walls with 24"x 10" concrete footings down to five feet of frost depth. A new 4" slab on grade with vapor barrier.
- Exterior walls to be constructed of 2" x 6" framing at 16" with 1/2" plywood wall sheathing at the exterior.
- Floor framing to be 2" x 8" at 16" on center with 3/4" plywood floor sheathing.
- Roof framing to be pre-fabricated roof trusses at 24" on center with 3/4" plywood roof sheathing.
- Each floor level to be tied to the existing building with lag screws at 16" spacing.

Cost Estimate: $ 80,400 - $ 96,500

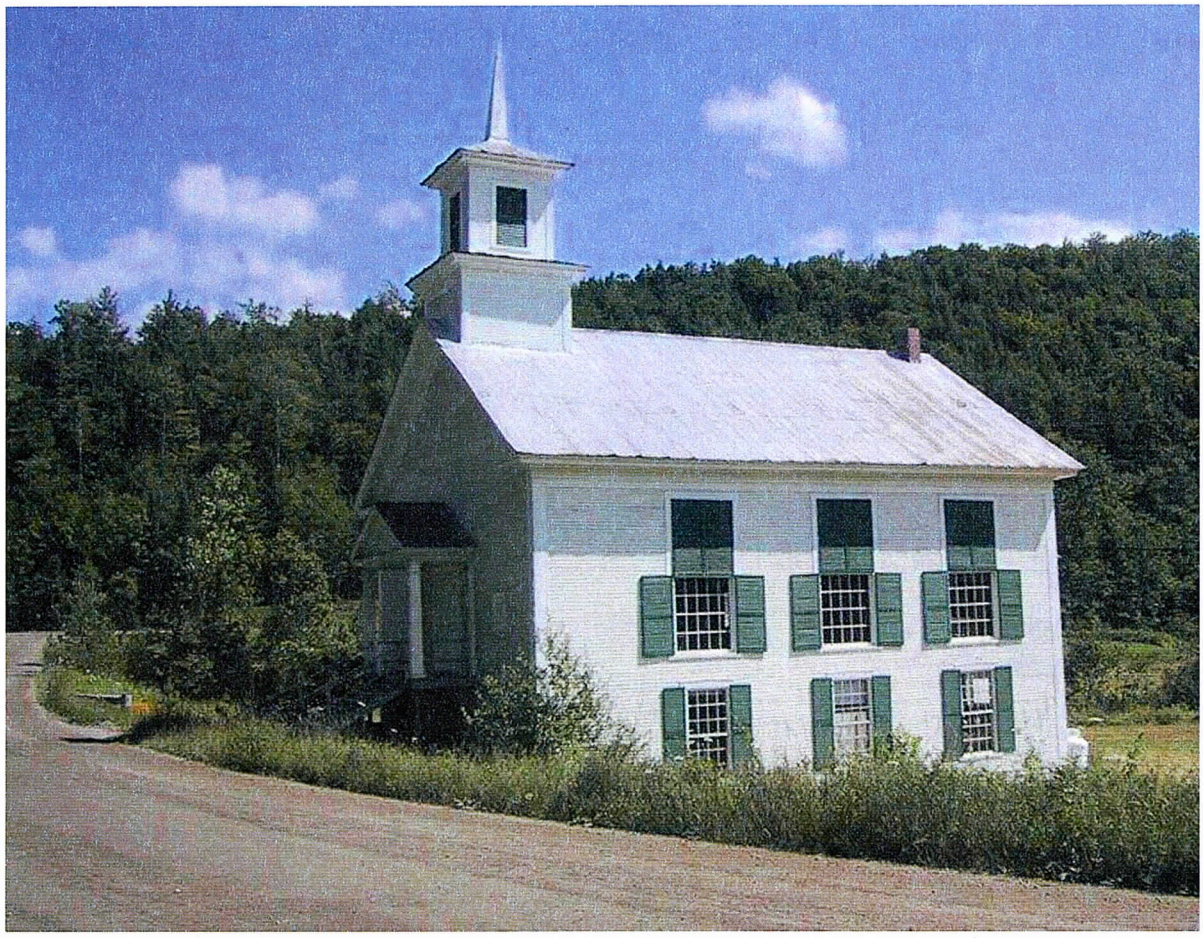
APPENDIX II
RESULTS OF CALAIS TOWN HALL SURVEY

SURVEY CONDUCTED SEPTEMBER – OCTOBER 2015

BY ARC & ARROW CONSULTING LLC AND THE CALAIS TOWN HALL TASK FORCE

Calais Town Hall Survey Results

September - October 2015



Report compiled by Arc & Arrow Consullting LLC
November 2015

Calais Town Hall Survey Results

1. To what extent do you agree or disagree with the following statements?

	Strongly Agree	Agree	Disagree	Strongly Disagree	Responses
The Town of Calais has adequate public meeting space to accommodate groups of 125 or more people.	40 24.1%	56 33.7%	54 32.5%	16 9.6%	166
The Town of Calais needs additional year-round space to conduct Town business such as committee meetings and public hearings.	27 16.2%	60 35.9%	48 28.7%	32 19.2%	167
The Town of Calais needs additional space that is accessible to people with disabilities for Town functions and meetings.	39 23.5%	61 36.7%	41 24.7%	25 15.1%	166
The Town of Calais needs a gathering place available to the general public for events, community gatherings and private functions that is accessible to people with disabilities.	43 25.6%	75 44.6%	35 20.8%	15 8.9%	168
The Town of Calais needs a community gathering place that includes a kitchen and dining area.	41 24.0%	76 44.4%	36 21.1%	18 10.5%	171
The Calais Town Hall is an important part of our community identity.	86 47.8%	56 31.1%	24 13.3%	14 7.8%	180
The Town of Calais should explore weatherizing the Town Hall for year-round use.	48 27.1%	74 41.8%	28 15.8%	27 15.3%	177

2. Please tell us how important the following activities are to you.

	Very Important		Important		Somewhat Important		Not Important		Total	
Town Meeting	90	49.2%	57	31.1%	30	16.4%	6	3.3%	183	100%
Community Gatherings	45	24.5%	68	37.0%	48	26.1%	23	12.5%	184	100%
Local Theater	32	17.5%	46	25.1%	55	30.1%	50	27.3%	183	100%
Local Music	44	25.3%	50	28.7%	45	25.9%	35	20.1%	174	100%
Local Art Exhibitions	34	18.7%	56	30.8%	53	29.1%	39	21.4%	182	100%
Activities for Youth and Teens	43	24.2%	67	37.6%	40	22.5%	28	15.7%	178	100%
Activities for Seniors	39	21.9%	67	37.6%	49	27.5%	23	12.9%	178	100%
Activities for Families	35	19.6%	64	35.8%	54	30.2%	26	14.5%	179	100%
Physical Fitness Activities	29	16.2%	61	34.1%	53	29.6%	36	20.1%	179	100%
Activities in spaces that are accessible to people with disabilities	62	35.4%	62	35.4%	36	20.6%	15	8.6%	175	100%
A place to have a farmer's market	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1	100%
Exhibit, storage, and program space for Calais Historical Society	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1	100%
Historical Society	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1	100%
Local paths for walking cross0countryskiin, snowshoeing WITH parking.	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1	100%
Reduce School budget, put money into Town Hall!!!	1	100.0%	0	0.0%	0	0.0%	0	0.0%	1	100%
The Town Hall is not important	0	0.0%	0	0.0%	0	0.0%	1	100.0%	1	100%
free meals	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	100%
jist testing if this works. Community computer center	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	100%
nuthin'	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	100%
xyz	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	100%

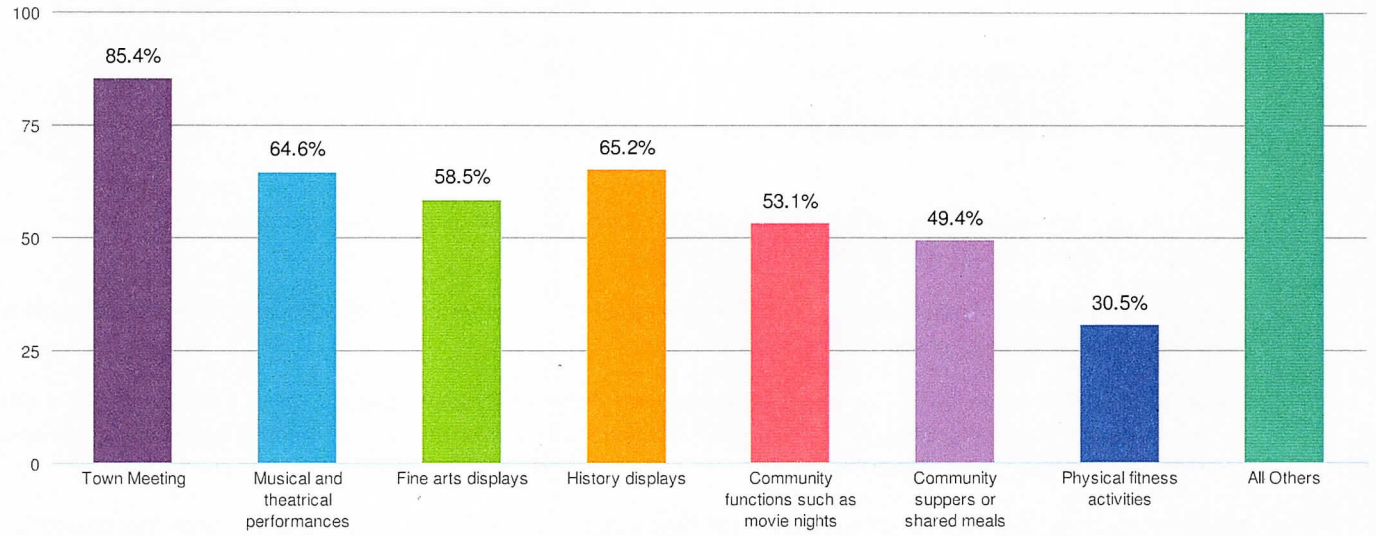
Comments

Count	Response
1	"Don't know" to very first question about adequate space for >125
1	Calais already has these facilities in other buildings. Why try to duplicate them at Town Hall?
1	Crossed off dining area - need kitchen only. would weatherize BASEMENT ONLY.
1	Don't know if we need year round space to conduct Town business
1	Festivals, seasonal events

Count	Response
1	I think we should sell the building.
1	I wouldn't want my taxes going up !!!!
1	MCCC serves much of this
1	No way should taxpayer's funds be used.
1	Relative to weatherizing the Town Hall -- maybe part of the town hall?
1	The Calais school provides a lot of accessible space.
1	The Town Hall is not really an important part of our community identity, but it could be.
1	The school can provide meeting space
1	There are already community centers in Calais.
1	Unsure if Town needs additional year-round space to conduct Town business.
1	Use the school
1	Use the school - save $$!
1	We have a school, community centers, blue barn, etc for these plus a museum and Whammy bar
1	We have several community buildings - schools, churches, MCCS, Adamant Comm. Ctr.
1	We have the school -- We do not need to sink money into the Hall; we have the school.
1	Weatherizing the Town Hall would make it so much more useful.
1	as East Calais resident, I would be more likely to attend events that were more centrally located
1	disagrees with the cost of winterizing because of the cost of winter heat.
1	not necessarily in the Town Hall.
1	It's not clear whether these questions refer just to activities in Calais or activities in general? There should also be a "don't know" column
1	Town Hall is not the only town building. We have a Community Center in Maple Corner and a public school to use.
1	Immediate need for facility to safely store Calais Historical Society, Aldrich Memorial Assoc nad MC Community Center documents and artifacts. And in the future a location to exhibit at least in summer months.
1	Local theater - is very important that we HAVE them. I do not generally attend due to cost and acoustics. Calais is so spread out that "local" is hard to define. Driving from East Calais to Maple Corner takes longer than driving to Hardwick or Plainfield. On the physical fitness activities --do you mean recreation?
1	In considering whether 'we need additional space'.., I answered "disagree", because the Elementary School gymnasium offers enough space for a few hundred to gather.
1	All of these things seem important - question is a) what other spaces are available? b) what would cost of town hall renovation be? We have the school; Calais community center is adequate space. Don't know if space is needed for places to conduct town business.
1	All of these activities can take place at the elementary school, or Maple corners community center, the other half of the post office.

Count	Response
1	To the 4th question about gathering place for public or private functions Disagree with public functions, Strongly disagree on private functions. to Explore weatherizing: Explore: means gather costs and options. THERE IS NO WAY TAXES CAN GO UP AND THE REAL VERMONTERS CAN CONTINUE TO HANG ON.
1	Post Office is accessible to people with disabilities but that is sort of small. Why do we need a place with a kitchen - barbeque outdoors.
1	Calais Elementary School for public meeting space of >125 people; For additional year round space to conduct Town Business, How about MCCC? Also the MCCC has a kitchen
1	The school is adequate for Town Meeting. Youth have activities at the school, which is very adequate. There are other facilities that are adequate for a variety of activities.
1	We have a wonderful, accessible tax-payer-paid-for-space, with kitchen facilities available: the Calais Elementary School. We should use it much more for town functions -- everything that you have identified above: town meeting, community gatherings, local theater, local music, local art exhibitions, etc.
1	We have many public buildings that offer spaces for all these things so we don't need an additional one, especially taking into consideration the cost and effort to renovate the town hall to provide for these functions.
1	We don't have a space that is up to code and accessible for 125+ people and has a large stage. We also don't have a fitness center.
1	It's not that these activities are unimportant, I just don't think that the town hall is the place for all of these activities. We already have the community center which is great and the elementary school can be the place used for all of the other activities. i don't think keeping the Old town hall is a priority for the town at all.It's anice building in a lousy location. It is an unnecessary expense to work on it. Use the school, make that the community center. It is centrally located, already equiped for physically disadvantaged, has a kitchen, a gym and taxpayers are already paying enough. Thank you.
1	All of these activities can be done at the elementary school which has access for people with disabilities.
1	Yes, the town needs a gathering place for events, etc., accessible to people with disabilities, as well as a gathering place that includes a kitchen and dining area, BUT these are readily available at the Calais Elementary School. The school is handicapped-accessible, has a fully modern kitchen and plenty of dining space, and is extremely accommodating in regard to holding Town and community functions there. There is also a room, handicapped-accessible, in the E. Calais Post Office building. For example, the hearings on the McCullough Gravel Pit issue were well attended and were conducted in the East Calais Post Office building. theater and music and displays in Town Hall in warmer months only.
1	I have just moved to the community so I cannot offer any input about the first section of the survey. I would like to see more opportunity for the community to have adequate space and amenities for us to use. I would use the hall for gatherings and functions,I would be willing to pay a user fee for renting the space.
1	Section 1: Unsure if more space is needed yr. round for business meetings, or if there needs to be more places for public events. Respondent does believe the "historic" town hall is an important community identity. Questions "what about the school" for public meeting spaces >125 and as a place for people with disabilities. There are other local venues for art, senior activities, theater, music, etc. and I don't think that's necessary for our neck of the woods.
1	All these activities are important and take place in town already, without the use of the Town Hall
1	Use the school - no new taxes To all questions in section 1: use the school To importance of activities by town meeting: Use Australian ballot
1	There is local theater in the area in Summer and Winter. Many of these are available at schools, senior centers and other facilities in the area.
1	On the previous question, the fourth part did not say "needs additional", as was the wording in the previous parts. This could be confusing to people.

3. Would you or other members of your household participate in the following activities if they were offered at the Calais Town Hall? Please check all that apply.



Town Meeting	85.4%		140
Musical and theatrical performances	64.6%		106
Fine arts displays	58.5%		96
History displays	65.2%		107
Community functions such as movie nights	53.1%		87
Community suppers or shared meals	49.4%		81
Physical fitness activities	30.5%		50
Activities for families	25.6%		42
Activities for seniors	31.1%		51
Activities for teens and children	19.5%		32
Activities for adults 25 and older	27.4%		45
Winter Craft and Farmers Market	62.8%		103
Other:	0.0%		0
Summer Craft and Farmers Market	67.1%		110
Other - Write In	9.8%		16
		Total	164

Statistics	
Total Responses	164

Responses "Other:"	Count
Left Blank	187

Responses "Other:"	Count
Left Blank	187

Responses "Other - Write In"	Count
Left Blank	171
Also in other spaces if more appropriate and available	1
Annual lawn sales, swap meets, etc.	1
I would go these functions at some OTHER location. Yes!	1
I would particpate in these things at the school	1
Partner with local colleges to offer extension courses	1
Poetry readings	1
Town commission & committee meetings	1
do it at the school	1
open microphone nights - byob?	1
public meetings and hearings	1
rent space for receptions,funeral gatherings for guests,parties etc.	1
tai chi	1
these can happen in warm months now	1
Book discussions, maybe. Butagain, getting to the Town Hall from East Calais is long and in certain weathers not smething I feel comfortable doing.	1
lectures, discussions of changes and adaptation, prognosticators, life skills, wildcraft, foraging, energy independence, transportation transformation, etc	1
Lecture series, book readings, educationalactivities, DIY workshops hosted by local businesses and trades people.	1

4. To what extent do you agree or disagree with the following statements?

	Strongly Agree	Agree	Disagree	Strongly Disagree	Responses
The Town should explore how to improve parking at the Calais Town Hall.	29 16.5%	87 49.4%	35 19.9%	25 14.2%	176
The Town should explore how to add parking at the Calais Town Hall.	27 16.2%	73 43.7%	42 25.1%	25 15.0%	167
The Town should explore how to improve the acoustics at the Calais Town Hall.	26 15.7%	63 38.0%	51 30.7%	26 15.7%	166
The Town should explore how to improve the heating system at the Calais Town Hall.	42 25.3%	77 46.4%	26 15.7%	21 12.7%	166
The Town should explore how to provide a more flexible seating plan at the Calais Town Hall.	26 16.0%	71 43.8%	43 26.5%	22 13.6%	162

Comments

Count	Response
1	A "?" to the first question about improving parking
1	Acoustics: in the middle between agree and disagree. I'd hate to see the ancient pews removed.
1	All of the above, so far as I'm concerned, would be a tremendous expense!
1	But should retain historical features. Town Hall parking should include a park and ride.
1	Close the building. Use the Elementary school
1	Consider solar for the building
1	Definitely need improvements to that building and parking.
1	Feels that MCCC can fulfill the purposes listed under section 3
1	For gatherings of >125 and public events, we have the school.
1	For heating: depends on uses. Leave it alone
1	Have town meeting at the school
1	Heating means dollars - No more taxes [underlined 3 times]
1	I actually feel pretty neutral on all these points,but I don't actually DISagree.
1	I have not actually been to the town hall so I cannot comment on these questions.
1	I want to see historic renovation. Not bastardizing the interior.
1	I would hate to see the old pews removed, but it would make the space more useable.
1	I would not put a lot of effort into big changes there.
1	If exploring will cost money then we should not do it.
1	Move all activites to the school and don't spend unnecessary money.
1	Our graded school building should be available fr all the above functions.
1	Question mark below "agree" in flexible seating question
1	The Town Hall is a historical building, and should be kept as is.
1	The current seating is mostly fine except for Town Meeting.
1	Town meeting at Calais Elementary School
1	We should not be spending money on this.
1	circled explore as key word.
1	not sure about flexible seating.
1	Maybe improve heating. CTH is an historic bldg laid out as a church. If town needs a modern layout bldg for large gatherings, this isn't it.- lower level and town clerks office serves fine for small gatherings

Count	Response
1	Wood from Town Forests. Bliss Pond lot is scheduled for a selection harvest in 2017 - lots of firewood could be harvested from all 3 town forests: behind town clerk's office, Chapin lot & Bliss Pond. Church pews don't cut it.
1	Cost to heat the building for all the events - look for grants. worried about the cost of improving heating.
1	taxes are too high! Raise private funds or sell building to private developer for low cost of senior housing.
1	Agrees to parking if bldg is used more often. Don't know about the acoustics, and didn't know what is meant by flexible seating. Move seats? 1) the town needs to have a discussion of the pros and cons of up-grading the Town Hall for wider use. 2) There are other facilities around, so this is a complex question. 3) What would it all cost and do we have the will to pay for it> Generally I would love to see the building preserved, used, and not fall into ruin. Would this mean minor repairs (to stabilize it) and at a minimal usage or a more complicated fix? It depends what people want and what they will pay for.
1	I see improving the Town Hall ft or use for March through September, but don't can't justify the expense for winter use.
1	The building is fine the way it is, as a historic structure. There are other spaces in town for activities that won't work at Town Hall. If Town Hall is "renovated" to accommodate activities that currently happen elsewhere, it will compete with the other facilities for limited funds. Bad idea.
1	Please abandon any idea of furthering expense and upkeep of this building, and apply funds to local school building to use of all the above. It's got heating, space, and adequate senior accessibility to make it all acceptable as we need to stop throwing good money after bad. If separate organizations want to invest to update the town hall let them do it.
1	But Don't take out the pews!! They are part of the charm and history of the place. At town meeting we need a seating monitor to ask people to move over and make room for more, not just their coats.
1	Agrees to the above IF this can be done without a big cost to taxpayers - it seems like a good idea, but if it's going to raise taxes significantly I am concerned about that even though these all "seem" like good ideas.
1	Weatherization for year round use may not be necessary, but at least be able to use it 3 seasons and the occasional winter activity. Not all municipal or social activities can take place at the school due to school schedule.
1	If you do this (heat, change seating) you may destroy part of the historic charm of the building.
1	Leave hall as it is. Or you could make the benches movable to create a barer floor, with the hall on ..... is not being used and it is unsure what is going to happen.
1	Is the benefit of improving the heating worth it? If so, consider installing propane heaters. One per floor, if adequate. Need to know what repairs and maintenance is needed to make a decision. We have many good builders and carpenters in Calais.
1	I think it's pretty clear that town meeting is going to stay at the school where many of the above attributes are already in place and allow us to make more use of the school as a public building and to bring people into the school who would not otherwise go there. I strongly support making use of the buildings we already have, and we have many for such a small town. Don't lets stretch ourselves even thinner when it comes to renovating and maintaining old buildings.
1	The Town should sell the Calais Town Hall to a historic preservation group, and should use the Calais Elementary School for all Town functions. The Calais Elementary school has adequate parking, decent acoustics (I will not claim that it has good acoustics!), a great heating system, and flexible seating. Plus it is handicapped accessible, and has good kitchen facilities, and is already taxpayer supported. Why do we need two facilities that meet our needs, when we already have one?
1	Isn't there some other space that could be used for town meetings such as the school. Lets not pour thousands of dollars into an unacceptable space. Respondent also said 'NO' to all activities
1	I do not want to see the pews removed from the second floor, as they are a big part of the history of the building.

Count	Response
1	Parking along the road worked reasonably well for Town Meetings when they were held at the Town Hall. Now that Town Meeting is held at the Elementary School, it seems unlikely that other events will attract enough people to pose a serious parking problem. The Town Hall should be used only during the warmer months, i.e. April-October, so there should be no need for upgrading the heating system. A "more flexible seating plan" would presumably entail removing the present pew-type seats and replacing them with folding chairs. That would seriously diminish the historic value of the Town Hall, and should not be contemplated.
1	1.) Save the building! We can put up with the parking for now. Maybe in approx 15 years we can improve parking.
1	T. H. is an ancient landmark of historical value. Impractical and probably too expensive to modernize it for many different activities. We have other spaces in town for winter activities like the school and community center bldgs.
1	Would attend Town Meeting at the school. One of the selling points of the new school was a place to hold town meeting. The Town Hall should be left alone, as is.
1	There is always overflow in town hall - people have to stand. Parking on the road seems to work OK. The Town Hall is an important part of Calais and should be renovated for continual use. I am not well informed on this issue and the possible costs, but it would be a shame to lose the use of the Town Hall.
1	NOTE: In section 1, question 2, respondent wrote in that" the elementary school" was adequate meeting space of >125 people. Question 4 of that section added "we have plenty" [I assume gathering places] jo
1	Pews should be removed and sold. If the Calais Historical Society assumes control of the upper floor,the pews would be an obstacle if the upper floor becomes general function/event space, we would need folding chairs. If more seating space is needed, a balcony could be build in the rear. Parking lot should be raised and sloped away from the building. Add parking space behind building [without covering septic field].
1	Those who speak clearly are heard and understood. Good acoustics will make no difference if people don't speak clearly.
1	These should be explored to see if the cost of improvement would be worth the taxpayer/donater investment, otherwise the building should be restored and managed/owned by a private organization/person.
1	Parking should be addressed, but not necessarily by expanding parking at the town hall. Perhaps a van or volunteers could circulate for special events - shuttling participants during the half hour before the event and departing the event at regular intervals. This might be difficult sounding, but an interactive web page could register those wanting rides from designated hubs such as Maple Corner Community Center, E. Calais activity center, Calais Elementary.

5. To what extent do you agree or disagree with the following statements?

	Strongly Agree	Agree	Disagree	Strongly Disagree	Responses
The Town should seek grant funds to renovate and repair the Calais Town Hall.	91 52.9%	62 36.0%	4 2.3%	15 8.7%	172
The Town should invest taxpayer money to renovate and repair the Calais Town Hall.	20 12.2%	68 41.5%	39 23.8%	37 22.6%	164
The Town should use a combination of grant funds and taxpayer money to repair Calais Town Hall.	58 34.3%	52 30.8%	33 19.5%	26 15.4%	169
The Town should consider renovating the Calais Town Hall to provide additional town office space.	9 5.7%	34 21.7%	69 43.9%	45 28.7%	157
The Town should consider establishing a plan to promote and manage the Calais Town Hall for performances, community gatherings and private events.	41 24.3%	74 43.8%	29 17.2%	25 14.8%	169
The Town should consider charging rent for use of the Calais Town Hall for receptions, weddings, funerals, and private events in order to help pay for the operation of the building.	68 39.5%	70 40.7%	19 11.0%	15 8.7%	172

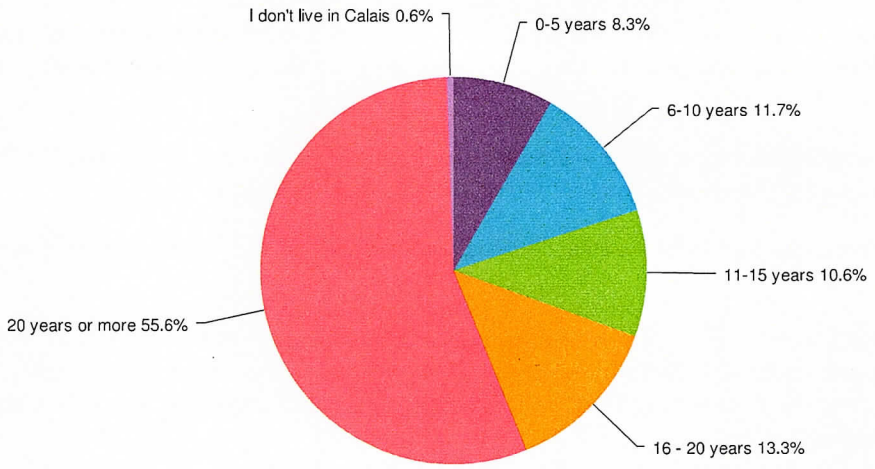
Comments

Count	Response
1	"Don't Know": By ...to provide additional town office space.
1	Again, neutral on most of these.
1	As needed to offset costs
1	Do we need additional town office space?
1	Don't charge a fee for funerals or memorial services.
1	Don't know (additional office space)
1	Don't know about additional town office space.
1	I can see charging a nominal fee for receptions, weddings and private events but not funerals
1	I do not support using taxpayers to pay for this.
1	If it can all be done with a great, great.
1	If we need additional office space, we should redo the space plan at the Town Offices.
1	Important to maintain for posterity. Pretty old building. Do not change or upgrade.
1	Is more town office space needed? questions if town should invest taxpayer money
1	Not for funerals Should be free
1	OWC serves weddings & funerals
1	Only if town funds are not used for repairs.
1	Really? need additional town office space???
1	Should have thought if Town Office was large enough space before it was built.
1	Stop hiring lawyers for everything put money in fixing Hall.
1	Strongly disagree about taxpayer money to renovate; Strongly agree to repair.
1	Taaxes in Calais are too HIGH now!
1	Taxpayers should not have to pay for something they don't use.
1	The elementary school is available, accessible and spacious. Use that instead of town hall.
1	The town shouldn't charge for local funerals, but for weddings, receptions, etc.
1	This is how Worcester does it and it works.
1	Use the school for town meeting
1	What offices need more space? Use $$ from private events for heating, etc.
1	it doesn't cost anything to "consider."
1	Again, we have so many buildings already that need funds for all of this, e.g. the Adamant Community Club and Memorial Hall, not to mention all the other public and non-profit owned buildings.

Count	Response
1	I'm okay with using taxes from general fund for this, but not if it means increasing taxes. The goal should be to make it a self sufficient multi purpose building. A revenue generator-not a cost center.
1	The Town should sell the Town Hall to a historic preservation group, such as whoever owns Kent Museum or the Old West Church, and let that group deal with the fund-raising, and not put it on the backs of taxpayers. We taxpayers already fund the Calais Elementary School, which is a space that meets all of our needs, in a much better fashion that does the Calais Town Hall.
1	I would have liked to see the option of answering "I don't know" or "I don't have an opinion on this."
1	Respondent could not answer the 4th question -- renovating "the whole building?" then added this "If 'office space' refers to small group meetings and work space on the ground floor, with any work materials in secure storage, the space could still be available (including kitchen) for public use/events."
1	I can't see the town hall being a rental facility considering its setup. You would have to remove all the pews. And it's not exactly on the beaten path.
1	I support renovation but not with tax payer dollars. There is too much work and money that it requires. If there is grant money that is different. There is the school and maple corner community center that can be used.
1	It would be more cost effective to support existing facilities, like the Maple Corner Comm Club, the East Calais Center, Adamant Comm Club, and have big town meetings at the school.
1	If funds that already exist in the general fund are available, that would be acceptable, but a new increased tax is not. Taxes are already a heavy burden. Fundraising/private donations/grants -the best.
1	Possibly for combo of grant and taxpayer. . . We have the new town offices as for charging rent etc, "I don't like the idea of creating something that has a high operational cost. I can understand the reasons why people want improvements to the existing Town Hall but my concern is we end up creating a building that then is an ongoing cost to the taxpayers of Calais.
1	Combination of grants and taxpayer money, "maybe" -- fundraising. Uncertain about charging rent.
1	About "rent" question: No doubt we'll be paying for this with our taxes - we should get a brake on rent - but charge for out-of-towners.
1	As the town clerk, I do not think it is feasible to have part of the town office on Pekin Brook Rd and part at the town hall. Listers, clerks, del. tax collector and the public all share equipment and documents and need to be able to interact with each other. Great improvement having listers in the office to be able to interact with public as needed. I believe there are people in the community who will donate money to help with renovation once a plan is established. In fact, I am working with a group to form a nonprofit that will fund Calais projects with donations that will be invested in the VT Community Foundation. $42,000 has been committed and I am (supposed to be) working on setting up the nonprofit. A mission statement and case statement have been drafted. Individual in the community will be approached once we have this work completed. This Calais Community Fund may be a way for people to donate to the town hall.
1	Investing taxpayer money for renovation: strongly disagree if the town can't cut taxes in other area', school budget. Strongly agree if the Town could reduce school budget and move that tax money to Town Hall. As for having more town office space at Town Hall, strongly disagree after what we have spent on the current town office.
1	Regarding additional office space in Town Hall: Yes,if there is a need for additional office space.
1	I don't have a problem with doing a cost effective renovation of the town hall. However strictly speaking I think the school could be utilized for most, if not all, official town functions like Town Meeting.
1	Again,there should be an all-out effort to use and restore or it should be sold. Right now it is a drain on taxpayer money without much use.

Count	Response
1	The Town Hall is of great historic and community-identity significance; therefore it should certainly be repaired and maintained. As much of this work is possible should be done with grant money, but taxpayer money should also be spent, if necessary, for this purpose.
1	To the question about providing for additional town office space the respondent asked "is it needed?" To the last question about rent, Yes, but make it affordable and taxpayers in town should get a cheaper rate.
1	The building is in a flood zone! There are other buildings within the town for such events already. Renting does not cover the costs.
1	I do not think that it would be appropriate to have any official town office space at the Town Hall, but for meetings. I think that a plan to promote and manage the Calais Town Hall for various activities may be important in the future, depending on what is decided about the future of the building. I don't think it needs to be a priority at this time, and/or if it is ultimately decided to increase the usage of the facility.
1	Additional office space only if needed. I'd rather put taxpayer $$ to fix the dam - This is more of a priority. I don't want to see loss of life!
1	To use the Hall for additional town office space use an "interesting idea". Respondent says "maybe" to promote and manage the Hall for performances etc. I am unsure about charging rent. Can enough be made to cover ALL costs and take some burden off taxpayers? if not, then taxpayers are subsidizing these activities, and I oppose that idea.
1	Unless the space is expanded, it will not serve large meetings well. Better venues are available for wedding receptions, such as Memorial Hall, Old West Church for weddings, MCCC is good for private parties. So, unless it will accommodate a significantly larger number of people in a more attractive space, it would not be desirable to invest much in it.
1	It depends if taxpayer money should be used.; also not sure about using Town Hall for additional town office space.
1	I'm not sure the town hall should be used for private events, as we have the community center for that. I would love to see the town hall used for more public use, farmer's market, music performances, maybe art and craft classes, kid and teen activities, etc...
1	Do we need more office space? A volunteer board should promote and manage the TH performances, not done by paid town employees

6. How many years have you resided in Calais?

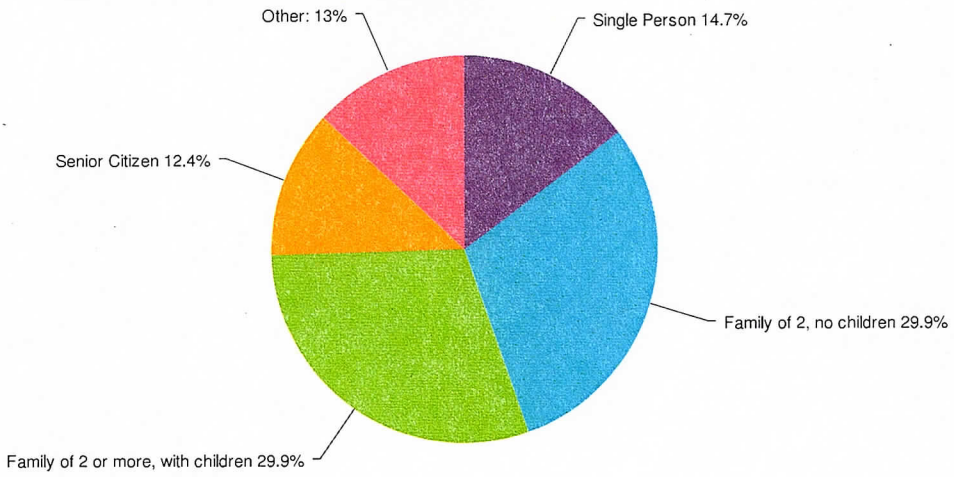


0-5 years	8.3%		15
6-10 years	11.7%		21
11-15 years	10.6%		19
16 - 20 years	13.3%		24
20 years or more	55.6%		100
I don't live in Calais	0.6%		1
		Total	180

Statistics

Total Responses	180
Sum	2,719.0
Average	16.6
StdDev	5.0
Max	20.0

7. Which best describes your household?



Single Person	14.7%		26
Family of 2, no children	29.9%		53
Family of 2 or more, with children	29.9%		53
Senior Citizen	12.4%		22
Other:	13.0%		23
		Total	177

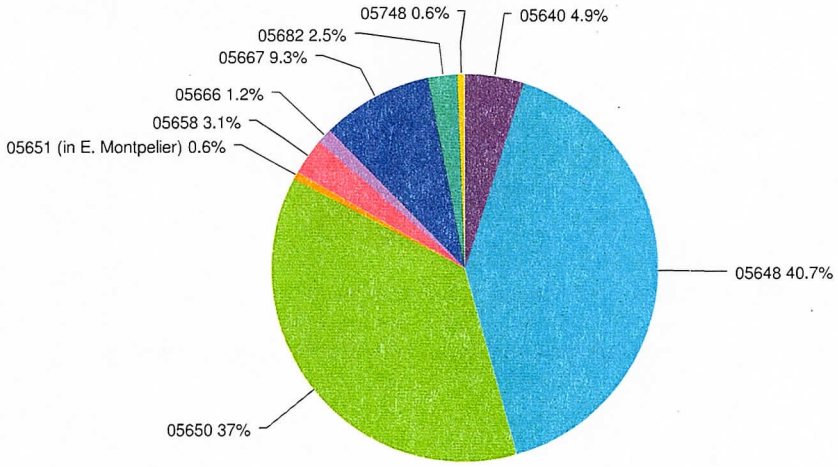
Statistics

Total Responses	177

Responses "Other:"	Count
Left Blank	167
2 working adults over 60	1
Almost senior citizen children have left home	1
Family of 2 children pending	1
Family of 2 senior citizens no children at home	1
Family of 2 w/college student	1
Senior Citizen family of 2 no children	1
Senior citizen and family of 2 or more with children	2
Senior citizen, family of 2, no children	1
Single parent with children	1
Single senior citizen	1
extended family	1
extended family, born here	1

Responses "Other:"	Count
family of 2 no children and seniors	1
family of 2, no children, and senior citizen	1
family of two with child	1
senioe citizen family of 2 no children	1
senior single person	1
two senior citizens, with grown children who we raised here	1
working senior citizens	1

8. Zipcode:



05640	4.9%		8
05648	40.7%		66
05650	37.0%		60
05651 (in E. Montpelier)	0.6%		1
05658	3.1%		5
05666	1.2%		2
05667	9.3%		15
05682	2.5%		4
05748	0.6%		1
		Total	162

Statistics

Total Responses	162
Sum	915,642.0
Average	5,652.1
StdDev	10.9
Max	5,748.0

Please let us know if you have any additional comments on this survey or the work of the Calais Town Hall Task Force.

Count	Response
1	Bravo Calais Town Hall Task Force!
1	Display area for Historical Society
1	Fix the foundation and the downstairs.
1	It's a nice old building, but maybe it could go private or non-profit to avoid taxpayer expense.
1	My zip code is irrelevant to this survey which contains a bias towards renovating the building.
1	Our taxes are too high right now.
1	Respondent has lived in Calais for 70 years.
1	Thank You
1	Thank You.
1	Thank you!!
1	Thanks for the survey, and thanks very much for your hard work.
1	Thanks for your efforts!
1	Though I am not a senior, I can teach a senior yoga class!
1	Use the other places in town.
1	We cannot bear anymore taxes if we wish to remian in our home on a fixed income.
1	live here all my life. seek grants / cost of heat
1	save postage by not mailing surveys to those of us responding online
1	survey too long!
1	We need to take a broad and comprehensive view of tax burdens and community needs-- people have reached the limit. Are there multiple aging building that are going to be in a similar situation? Are we setting precedent by pouring time and energy into one building? Is the Calais school going to merge with another school, leaving that school building open for offices, meeting space, evens, business incubation? Is nostalgia for the past outweighing practical needs for accessible, heatable space? I love the old building, but we need to be practical and thoughtful and review the whole picture of the town and its future population/needs/tax burden.
1	I think whenever the task force gathers information and decides on what might be done to the town hall that at least 3 estimates should be gotten. Also,we know that sometimes "estimates" go over. I would really like to see a begin and finish date and that the estimate is written that it will not go over, lets say 10%. Some kind of monetary/exchange for people living in Calais that would be willing to supply their own skill to the process.. Leave the majority of the larger work to larger companies. As far as "fixes", perhaps some of the easier work can be volunteered or a money exchange to people that are willing to participate.
1	Wish the Town Clerk held better hours - hours after 5PM, or on Saturday. Have to take off of work to get to the town clerks office.
1	Q1: Town Clerk's Office and CES are sufficient year-round space to conduct Town Business... Lived in Calais 63 years

Count	Response
1	My taxes have consistently increase by 10% per year since moving to Calais (doubled in 8 years). I do not believe that any actions should be taken which will cause my taxes to go higher. This would be one more line item on the annual expense sheet that I do not utilize yet pay for. If the town has supporters that want to move forward with this project then they need to do some fund raising and avoid using tax payer money.
1	This building has long ago supplied the needs of Calais. Let some other organization fund this and use it. Calais Elementary is a perfect meeting place for what our tax dollars fund.
1	Nice survey. Easy to take. Thank you! I think the town hall should be used for those activities for which we do not have a building now and that it meet a variety of these needs if possible: 1) larger meeting space that doesn't conflict with school activities, ie., can't always use the school 2) larger meeting place that can be rented out for family functions, community functions, etc. with a rental fee 3) A place that can contain the history documents and objects of Calais. For example, if the t. hall is not weatherized, at least a weatherized space where town history can be stashed. At my house, I have MCCC history, OW Church history, mill history. Objects will get lost if we don't get them out of people's homes. ALSO, if we have a safe place, families might be more apt to donate photos, etc. I know I would. I envision a 2 or 3 season historical society location at some point, but until that time, let's at least get the objects and documents together. Documents are in town vault and the town needs that space! 4) Dividing up the town office into 2 locations would negatively impact the communication we have now established in the office among various office holders. Many of us need access to the same documents so we can't split them up. the vault is here. If we need more space in town office, put on an addition on-site. If the town hall were weatherized, winter meetings could be held there. Now, if there is a large turnout for selectboard meetings, it's cramped. (But that's rare.)
1	Keep the historic structure. Don't put money into duplicating facilities that are available elsewhere in town, like the community centers. Those facilities are underutilized. Why try to compete with them?
1	This survey was difficult to answer because of lack of context. Example: do town offices need more space? Isn't the Town Hall in the flood plain, in which case office space would not be a good idea? Bottom line: I hope we can save the building, (and that light fixture!) and use it for as many events as possible: meetings, theater, art, meetings, etc.
1	Please restore this historic building, so that we don't have to use the Calais Elementary school for Town Meeting Day.
1	CTH is imp. historic bldg - w/b cheaper to build new space for lg. gatherings. How many are they? Several existing bldgs meet these needs except for Town Mtg. Maybe hold Town Mtg at Elementary School.
1	The Town Hall is an important historic building in our community. It is worth investing in saving this structure for town business and events. Really appreciate the efforts of this task force - Thank You!
1	Message from Scott: Dang, I missed putting Doug Grout's name and address on the previous form: "Town Clerk's office and CES are sufficient"
1	I think the Town Hall, used for community building activities, could be a powerful force for increased interaction amongst citizenry. There could be group yard sales and lots of food related events. Chefs might begin that don't yet exist, if there was a space. I have always wanted a Calais Farmers Market. I would go to spaghetti dinners. People love that Adamant Store cookout thing.
1	It would have been nice to have a "no opinion" or "not educated enough on this question" option on some of these questions, especially the first section. Sometimes I was forced to choose "agree" or "disagree" when really I don't feel I knew enough to have a useful opinion. Thank you...
1	The Town Hall is useful as it is, and should not be let fall in or get decrepit, but should be turned int a money pit, trying to make it more than it is. Keep it standing, but rustic.
1	Please bear in mind the available community centers we now have. A renovated town hall must be a big step up from these or it is not worth the investment. It is worth investing in if the view is long enough and large enough to be a vital resource in hard times and changing lifestyles. We won't be driving everywhere for small errands as we do today. Finally, let's not allow sentimental nostalgia to rule our minds, This is a bit of history and tradition. If we cannot live in the way we have done, its time may have passed.

Count	Response
1	I think this is a waste of money. We already have a school building that can accommodate these things plus East Calais Rec Building can be used for some meeting.
1	I would LOVE to see a farmers market in Calais,....at the town hall might be a good location. Maybe a winter CSA drop off spot?
1	In light of the taxes we pay it is difficult to think of having our taxes raised to fund repairs for the Town Hall, yet it is such an historic building I hate to see it lost. A very difficult dilemma for all.
1	The building should be repaired so we can use it as we have been and some additional activities. The town also has Maple Corner Comm. Ctr. and an elementary school to provide additional space for certain events. Taxes in general are way too high and should be minimally used in this project.
1	Sorry but the taxpayers are totally strapped, it is not the time to invest in a building just because it's old. The location is out of the way, it really isn't the center. I'd rather see money go to the school and/or community center which are both in better location. Sometimes you have to let things go.
1	I think that the initial restoration should be the basic necessities, so as to keep the building in sound, and safe, condition, and to save the building from further disrepair. I think that the needs should be prioritized in a long term plan, such as space for town committee meetings, as the Town Office is not adequate during the winter months, or for most any meetings at any time, incl. Select Board meetings. It would be nice to (ultimately) allow accommodations for historical items, for preservation and display.
1	Calais Town Hall has out lived it's use for Town Meetings. It is a historical site and should be preserved if possible. The Task Force should contact contractors for estimates for the projects mentioned - foundation, basement, windows insulation, remove lead paint and repainting, heating systems. Try to require these estimates before Oct. 8th, 2015 for presentation at the second Task Force session. In no way should taxpayer funds be used. Taxes are too high already! East Calais United Church has the same problem. For 3 years now we have raised funds thru bake sales and bazaars, never asking for funds from the Town of Calais taxpayers. Keep in touch with me. I am not interested in volunteering for this project. I am already involved w/East Calais Church committee and on other projects at home!
1	Section 1 These questions under "1" are hard to fully endorse because we have the school and we have historic community centers in many of the Calais villages. Section 2 In line Section 3 Markets would be GREAT if it could be an event well attended by both buyers and sellers. We don't have any kind of place like a fitness center. ON THE BACK: The Town of Calais has at least 3 community centers in different "villages" with kitchens and some have stages and handicapped access. What we don't have is a space where the different parts of town's people can gather not as "East Calais", but as Calais residents. IF you go with a stage idea it needs to be a big stage where larger productions can occur. I wonder with the amount of money this could entail if it wouldn't make sense to think of all the historic gathering spots in Calais and how best to use and support the as a town - including the church in East Calais. Ultimately the Town Hall is for Town Government! No contact info I think it is very important to preserve the Town Hall for its original use. I'd rather do that in a way that keeps overhead and taxes over the years to a minimum increase. I'd like to be able to gather the whole town in a village neutral space periodically, but it doesn't have to be a major expense in overhead. The Town Hall is a perfect village neutral gathering space.
1	Taxes increase nearly every year and while I'd love to see more happening at the Town Hall, welding repairs, weatherizing, etc. I'd not like to see those who have difficulty coming up with property taxes have to struggle more.All the suggested uses would be welcome, but it's important to think carefully about other priorities facing the town. I suggest its important to maintain the building and move slowly on entertainment uses....more important and perhaps a 2nd priority behind maintaining the building, would be meeting space. Perhaps the basement could be more habital for winter meetings of small groups.
1	I would be available for any advice or questions regarding sound equipment or technical problems if people are considering the space for music/theater productions. Artie Toulis.
1	Taxes are already brutal. Let's make the building structurally safe and improve it but not build the "Tax Mahal" and continue using the school in cold weather.
1	We believe that half of the things they want is out of sight. The taxes in Calais are too high now.

Count	Response
1	I really have a problem with you folks asking taxpayers to fund the Calais Town Hall, when we have a perfectly functional town meeting space at the Calais Elementary School.
1	In response to question 1: All three reasons when the school was built to use for these functions. In response to question 3: These are all great thoughts but could be accomplished at other facilities in the area. The town hall is an old building sitting 8 feet lower than the existing road, no foundation and in a flood zone. It was not built for being a town hall and should never house important town papers. Let's face it, like other old buildings in town, it is rotten and not big enough for town meeting. A new addition to the school or building in a better location would be more useful than repairing this old one.
1	Calais Elementary School should be used for large public meetings, Town Clerk's office for small ones. Maple Corner Community Center also offers an excellent space to utilize.I see no reason to spend more money on an inadequate facility for sentimental reasons only, when far superior facilities are already available and paid for.
1	Like the Kent Museum, the Old West Church, and the Maple Corner Community Center, the Calais Town Hall is an important part of our community identity, as well as a beautiful, historically functional building. As is true of these other buildings, repairing and maintaining it in such a way that keeps its historic character intact and also allows for its use seems like a good idea and a good investment for the Town. Town meeting, anywhere but in the Calais Town Hall seems like a sad shadow of itself to me. I would love for our children and grandchildren to still be attending town meeting there 50-100 years from now.
1	I love the Town Hall, but it is --and even with renovations, will continue to be -- a terrible place for Town Meeting. Put Town Meeting at the school & take advantage of the beautiful old architecture of the Town Hall to provide a performance, exhibition, meeting space, wedding venue, etc. (Which will mean putting major effort into the current kitchen/dining space -- currently I won't eat there -- yuck! -- and replacing the asthma-inducing heating system.
1	We've clearly outgrown the Town Hall for Town Meeting and the school is a much better space. Let's finance enough to keep the this historical landmark standing and accessible but not see it as a necessary space to encourage a diversity of activities that may be too costly. Thank you for reaching out to the townspeople for input with the mailing, FPF reminders and this survey.
1	i think in a perfect world it would be great to completely renovate and make more usable the town hall, however between the school, old west church, town offices and Mccc we have spaces to accommodate most types of meetings/events. I think it would be silly to invest lots of tax payer money in making it something we don't really need. Though I fully support it being maintained as a historic building.
1	Why would you hire out of town people to look at our hall! There are plenty of people in town that could of done that. The work should be done by in town people!
1	This survey made nuanced responses almost impossible. I can't recommend the town spend taxpayer money even for this cause which I strongly support.
1	Many of these activities can take place at the elementary school. Many people use the the Maple Corners Community Center or the other half of the East Calais Post Office. The Calais taxes are so high that I cannot support increasing taxes to pay for the renovations of the Town Hall. Except for town meeting, I have never attended an event the town hall. I have attended many activities at the other locations.
1	Respondent stated we have too many local musical and theatrical places now, and listed them from Unadilla, Blue Barn, Adamant Music and Arts Center. Felt MCCC does fine for movie nights, physical fitness activities, and family activities. And there are already too many crafts and farmers markets.
1	Largest Group would be town meeting. For committee meetings use town clerk's office or school, depending upon when and size of group. Believe we have such space accessible to people with disabilities We currently have community hall,town hall/Gospel Hollow, elementary school, East Calais School, I believe for public events accessible to people with disabilities . We have elementary school and Town Hall, Community Hall with kitchens. Let's not get carried away. Re:local theater - if they charge for their talent maybe make it their responsibility.

Count	Response
1	If obtaining funds to strengthen & renovate Calais Town Hall is challenging,I hope the committee will pursue structural repairs first. As has probably been discussed, I hope you will pursue local fundraising options when grant funding options seem exhausted. It looks like now or never for the Town Hall, and this historical building is worth preserving. // Different thought - does the fact that land surrounding the Town Hall has been decided not to be a flood plain, does that mean that expanded parking for TH can at the right time be pursued? I will follow Task Force's work via FPF.
1	Q3: School is better -Currently the largest town gathering is town meeting and the elementary school works well and should be utilized for that. --We should better utilize the school for community concerts. Need to preserve town hall but keep any expenditures reasonable as taxes are becoming a big problem
1	The town hall is no longer useful for town meeting. It should be able to seat at least 500 for that event. If it is not used for town meeting then why keep it. Seriously why? Taxpayer money is better spent other places. Times change. If buildings don't change with the times then we should get rid of them.Function needs to be #1,
1	Renovating the Town Hall for historic and community reasons stands on its own merits; it does not need to be done to provide additional Town office space for 2 reasons. First, there is adequate town office space for the present and reasonably foreseeable future. Second, the design of the building, as well as its orientation, would make expansion a bit farther out into the parking area quite simple and relatively inexpensive, if and when such expansion becomes necessary at some future time. Finally, there are the 2 overarching issues connected with repairing the Town Hall. First is the issue of whether or not to winterize the building and heat it for the year-round use. This would be exceedingly expensive and utter folly! Even after winterization, the cost of heating that great barn of a building would be prohibitive. Second, does the town already have adequate and handicapped-accessible facilities available for Town Meeting and various other town and community functions? The answer t this is a decided yes! The major facility is,of course, the Calais Elementary School, but the East Calais Post Office is handicapped-accessible and serves effectively for smaller gatherings and hearings. In summary, the Calais Town Hall should definitely be repaired, maintained, and preserved because of its historic and community value - but ONLY as a warm-weather facility! With that caveat, the use of taxpayer money, along with substantial grant money seems justified.
1	Consider that tax payers are already strained and could not take on additional expenses. Current space at the elementary school , MCCC and the Town Office are great alternatives for gathering places.
1	The taxes are too high in the Town of Calais. So we do not need to add more for the Town Hall. It should be from grant money.
1	I am very appreciative of the efforts of those on the task force! Holding Town Meeting in the Town Hall once again should be the very Highest priority!
1	I value the work by the Town Task Force, along with Lisa and Judy, consultants. I feel very strongly that the Town Hall is a town treasure and needs to be repaired and preserved for future generations. As a municipal building, it can be used for meetings and storage of historic artifacts. It should also be a community space with music, suppers, art shows and the like. Rental use should be managed carefully, but I think that can be done. Raise the building to repair foundation and sill-move bld. up on land to further it away from flood plain and expand parking lot. Funding by grants and donations, rather than taxes, is the best in my opinion.
1	Calais has too many town-owned properties and considering our excessive property tax rate should not be investing anymore money in them. The town should be looking at ways of divesting itself of most of these properties. There are several private spaces i.e. Old West Church, Memorial Hall East Calais Church that are also under utilized as well and could serve the town better. I understand the importance of preserving historic structures but only if they will be utilized fully and are a part of our DAILY lives and benefit Thanks for asking for our input!
1	Neither agree or disagree about having adequate public meeting space - we can meet in the school gym, but the acoustics and restrooms are inadequate. Neither agree or disagree that Calais needs a gathering place for public events; " Is this a town responsibility?" Neither agree or disagree about the community kitchen. There are several community kitchens in town - E. Calais Rec., Maple Corner Community. The Town Hall is not necessarily a part of our community identity. I love the place, but is it our identity? Maybe, if it were fixed up. Respondent would attend Town meeting ifI could hear and it doesn't drag on, Would attend arts and history displays if the scheduling worked and displays were free. Community suppers for certain groups or purposes Would not attend the various activities due to lack of interest in being in "in groups" Would not attend the winter or summer farmers market due to difficulty of roads.

Count	Response
1	Just to reiterate that we have many wonderful historical buildings being used for what's being suggested for the Town Hall. I would rather see our resources put into what we already have especially since Town Meeting is likely to remain at the school which is an excellent venue for governmental meetings of all sorts.
1	I like the idea of using the town hall. But I'm afraid my taxes will climb. Repairs should not be more than necessary to keep the building in good condition.
1	Thank you for seeking input. A renovation needs to strike a balance between historic preservation goals and practical needs such as meeting fire code, accessibility.
1	As one of the last of the Ladies Home Mission and only Officer (Treasurer, I can tell you the mission furnished and maintained the downstairs. The mission was started in the late 1800's They started the grip to help with disasters, made many quilts to hand out to people in need such as fires, also provided food and Christmas boxes for shut in and seniors living alone and toys and quilts for needy children. We also provided Town Meeting diners. It is sad to see the mission go, but most of our cherished members have passed on.
1	Sorry for the mess on the other page: to restate: 1) yes I would like to see the building preserved, used and not fall into ruin. 2) It does represent, very clearly, the heritage of the Town, but how much are people willing to spend on it when there are other spaces available? Should it be repaired/preserved enough for only occasional and or specialized uses, or should it be completely and thoroughly re-done/ repaired/ refitted in order to have many uses. I do not know the answer. To answer this we need 1) inventories of other spaces 2) cost estimates for repair, 3) public meetings/ commentary etc. etc., 4) vote on it eventually I assume. Good luck!
1	Town Hall needs to be bigger for Town Meeting, but I'm not sure how this could be done. Kent Museum could be used for Fine Art and History displays. Thank you for doing this work. The town hall is an "icon" and worth saving. I'd like to see the results of the survey, if you put it out on FPF or newspaper.
1	With re: to how much and in what ways to "invest" in renovations to the Town Hall, we must bear in mind that the MCCC and Calais Elem. School can assume many of the roles and functions discussed as possibilities for the Town Hall. Many people are already feeling the pinch of Calais taxes, so any decisions to invest in the Town Hall should, ideally,involve the minimum in local taxes. Fixing and repairing the Town Hall so it can continue in its current role is necessary; extra work,as proposed,is debatable, depending on how its funded.
1	Stated on the first page of the written survey was this comment - "The Town of Calais's Property Tax is too high." Minimal response to questions. recorded and reported by janoh
1	As a newer member of the community, I would love to have more opportunities to meet neighbors. We are planning on having children soon, and would love to have a gathering place to meet other parents and children before they enter the school system.
1	The history and importance of the Town Hall to past, current and future residents is extremely important. As modern technology over takes everyone's lives its important to remember, appreciate, protect and preserve the past. Once its lost, its lost forever.
1	We have several spaces in Calais already unused. Please lets not get into the "wedding" business. Thanks for asking. Please note - a 4 point scale does not recognize lack of agreement or clear disagreement
1	Thinking of other venues: The Maple Corner Community Center is close by and does serve the community - not sure about accessibility. Kent museum is not winterized and not under aegis of town. Elementary school is not available after 8 or 8:30 Location is a bit remote on dirt roads - but town clerk "next door" makes it more useful.
1	The Town Hall is a historic building that should be preserved. I don't see what that has to do with any of this other stuff. Fix the windows and other things that would lead to quick decay. Why all these complications? No need for further contact, but you should have my name.

Count	Response
1	I like the historic town hall. Yes, it is not accessible and it is too small for town meeting and that is an issue. However we also have the elementary school which could be an option. I just feel there is already a community center in Maple Corner and new town offices. I'm all in favor of improvements to the existing space but I'm feeling the pain of high taxes and so I hesitate to totally get behind a big project which will cost taxpayers more. "if it ain't broke, don't fix it" comes to mind. I can see it would be helpful to have a more flexible space, but don't go overboard. Thanks.
1	The building should be raised about 3 feet to mitigate flood risk. Parking area raised as well, particularly on west end -- to slope away from building. It is NOT important to me to have Town Meeting in the building. I believe it would be to expensive to provide for that many people. (balcony, code requirements, etc). There are many other gatherings (public and private) for which the building would be adequate. Moving the wheelchair lift and raising the building are important and would be the most expensive steps in the renovation process ----worth it! Respondent has spent a total of 20 years here, the last go around for 6-10 years.

APPENDIX III
SEPTEMBER 23, 2015 AND OCTOBER 8, 2015
COMMUNITY MEETING MINUTES

COMMUNITY MEETINGS HELD SEPTEMBER 23, 2015 AND OCTOBER 8, 2015

PURPOSE: TO GAIN INPUT AND FEEDBACK FROM TOWN RESIDENTS ON THE POTENTIAL USES AND LEVEL OF REHABILITATION FOR THE CALAIS TOWN HALL

COMMUNITY MEETINGS ORGANIZED AND FACILITATED BY: ARC & ARROW CONSULTING LLC AND THE CALAIS TOWN HALL TASK FORCE

Calais Town Hall Community Meeting #1
Minutes
Date: September 23, 2015
Time: 7:00-9:00 PM
Location: Calais Town Hall

Minute Taker: Julie Bond, Arc & Arrow Consulting LLC

19 people were in attendance at the Community Meeting, including Town Hall Task Force Committee members and Julie Bond and Lisa Ryan, Consultants from Arc & Arrow Consulting to hear feedback on the potential uses for the Calais Town Hall building as put forth in a Town-wide survey.

Open Discussion:

Comments from audience members on potential uses of the building:

- musicians/cultural events, small scale concerts
- kitchen facilities and banquet space adds to the potential and flexibility of the space
- free library/book exchange

One attendee expressed that they were not in favor of tourist business use - would prefer to have it remain as local community use.

Lisa Ryan reported that a Public Gathering Places Inventory is being compiled to describe which facilities are owned by the Town or other organization in Town, what type of amenities it has, whether it is ADA accessible, etc. This will help to community guage the capacity of the Town to house various sized events.

- The upstairs pews came from somewhere else, they are not original to the Town Hall building, but another church.

- A minimal amount of funds has been invested in the Town Hall over the years, which limits its possibilities.

- There was a feeling that it is key as a civic space/building at its heart. The Town is busy with its civic life, so it needs meeting space that is large enough and flexible enough to accommodate these various groups.

-School and Town Hall buildings are the only real municipal buildings in addition to the Town Office.

-A number of people felt a place was needed to house historical society objects and records - create a museum space in the Town Hall building for them? This would require year round climate control to store these items safely.

- A strong feeling that the Town needs to take the taxpayer into account when deciding the cost of this project.

-People might be more apt to donate historic objects if they knew there was a safe place for them in Town. Could Town Hall be renovated to house the historical society's collection?

-Electricity and heat: make sure these items are taken into account when discussing the rehab of the building.

-A suggestion was made to consider putting in a second floor or balcony in the upper floor of the Town Hall to accommodate more people.

-RE: providing spill-over space for Town officials to conduct business in the Town Hall building since there is limited space in the Town Clerk's Office. Town Clerk expressed that it would not be an efficient use of materials/documents etc. to have town offices/employees split up because they all share the same materials and work together so closely.

-Suggestion made that more municipal meetings might be able to occur over at the Town Hall if there is a need to expand the office function spaces, but there are limits to this unless the following issues are addressed with the building:

- heat, water (none in Winter because pipes are drained)
- 6 month use from May1-October 30th and Town Meeting Day
- Mice and squirrels
- Flood potential

-Other public spaces could be used for public meetings but they are not Town owned buildings, so scheduling is not guaranteed.

-Parking needs to be addressed if multiple groups are using the Town Hall for meetings at one time. Lot marking/striping would also help.

-The lot is 1.1 acres.

-Historical Society has no dedicated home or building - this could be a place for it.

-Capacity is the plus with the Town Hall - it is sizeable.
-If the Town Hall was a year round building, it would have very different offerings/potential use for the Town than seasonal use.

-School capacity is around 300 and it also serves as the Red Cross Disaster Center.

-If the use of the building is expanded, the septic capacity will need to be looked at or the number of bathrooms it currently has to make sure it is code compliant.

-Someone stated that there was State pressure to close the Calais Elementary School and that the Town would be stuck with a vacant building.
Historic preservation: how to ensure that the Town Hall Building is around for another 100 years. Stabilization vs. major rehab, maintenance and on-going investment. They are two different approaches.

-Does the Town need to develop a more regular maintenance plan for the building? The maintenance costs would increase if the building was used more often.
-Some sentiment that the building should just be stabilized and maintained.
-Could it be used for summer camps?

-The question was raised about whether to lift/jack the building and fix/replace the foundation.
    -does it need to be raised to accommodate a better ADA plan?
    -what kind of new foundation should be created?

Whether it is used for seasonal or year-round use, the foundation must be fixed/replaced first.
-Suggestion of having a plan for using the building on a fee-basis and having a committee or group responsible for managing the building.
-Perhaps a "Friends of Town Hall" group?
-A committee to manage the fee program?
-A single person or private group to manage its use?

-Would it impact the Town's insurance premiums to expand its use for the various events and uses that have been discussed?

-Suggestions were made of creating a bingo hall or senior center.

Written Comments:

"This place needs to be marketed for weddings, funerals, parties, concerts, theatrical performances, banquets"

"Upgrade the foundation and make it fully accessible to all codes. Be sure it will remain open to the public at a minimum. Start there and then see if there is a demand for further uses."

"This place needs to be restored and treasured as one of our few historic buildings"

"Maintain this building. Do not destroy its historic charm by over-improving. If heating is needed, use propane units."

"If this is a town that believes in a robust civic life, this is the building to continue to be at the heart of that life. We need to begin to address its long-deferred maintenance issues and make it a year-round place for ALL our meetings, first and foremost. Then let's add cultural and community events to the mix!!"

"Need to remove the pews upstairs to create a more flexible space for events"

"Absolutely preserve this piece of town history. Use downstairs (revamped) for familiar purposes. However, I think upstairs use for weddings, events, etc. is a pipedream and not financially viable. It's isolated, in a hollow, 4 hours to a ton of competition. Save it for town meetings, upgrade a bit as needed. Consider cost to tax base as well."

"The Town Hall become fully functional so it can be used for various community events; ie. musical concerts, theater, community events, etc. We must preserve the few historical buildings in Calais. The Town Hall deserves to shine!"

"Find a use for it or sell it."

"This place make money.....self-sufficient through rental fees?"

"Existing community buildings in Calais - Maple Corner Community Club, Kent Museum, Old West Church, Adamant Community Club, East Calais Rec Association, East Calais Church, Elementary School, Town Office, North Calais Memorial Hall, Town Hall, Unadilla Theater"

"Remain sensitive to taxpayers - don't duplicate what we already have"

"Compromise historic preservation needs with practical usage, e.g. meet fire code, accessibility, keep historical architecture and character"

"Cultural events; generate income via rental, e.g. weddings, to offset maintenance costs."

"Use historical society for un-met needs: historical society - at least a place to store artifacts/documents (smaller area climate controlled?); meetings - we are using both town hall and town office for meetings now but can't in the winter"

Calais Town Hall Community Meeting #2
Minutes
Date: October 8, 2015
Time: 5:00-6:30 PM
Location: East Calais Recreation Center

Minute Taker: Julie Bond, Arc & Arrow Consulting LLC

13 people were in attendance at the Community Meeting, including Town Hall Task Force Committee members and Julie Bond and Lisa Ryan, Consultants from Arc & Arrow Consulting to hear feedback on the potential uses for the Calais Town Hall building as put forth in a Town-wide survey.

Open Discussion:
Comments from audience members on potential uses of the building:

-There was concern about the expense regarding an idea raised to put in a balcony on the top floor of the Town Hall building to increase capacity in the space.

-The sentiment was that it was important to 'start at the bottom' with what needs to be addressed with the building.

-Someone noted that it is a misconception that Town Hall can't accommodate Town Meeting attendees.

-Others felt that the last Town Meeting that was held at the Town Hall was way overcrowded.

-It was noted that there is no way to predict the number in attendance at Town Meeting before hand and thus a building needs to be able to accommodate an overflow if a lot of people choose to attend. 200 voters vs. 1600 voters.

-There was concern about losing the historic nature of the building when changing features of the building during a renovation.

-Some opinion on the foundation was that money should be invested there as the first priority.

-The seats/pews in Town Hall are very uncomfortable. But the seating in Town Hall seems to be historic and there was a feeling of not wanting to change that despite the pews being uncomfortable. [The pews are not original to the building].

-Someone felt the upstairs should be kept water tight and preserved as it looks now and has always looked. The task force should consider renovating the lower level and keeping the upper floor as is!
-It should get a very thorough cleaning (oil the floors, etc.)

-Would it be possible to accommodate an overflow of Town Meeting participants on the lower floor if that situation ever came up? Those preparing lunch don't historically get to attend the meeting either. Audio could be piped down there, but the voting could be an issue if there is a divisive vote and visual or auditory voting is conducted. Attendees might need to come upstairs or the moderator would need to go downstairs in conducting the vote in two locations.

-What would be the uses for Town Hall if it were to be restored?

- "Keep it simple."
-invest to use the lower level for municipal business/functions
-upstairs could be used for Calais Historic Society

-Feeling that the upstairs is not as versatile or flexible enough a space because the pews are nailed down or stationary and an 'open space' cannot easily be created vs. Memorial Hall or Maple Corners or the Rec Center.

-For municipal functions - there are very few Town-owned building to use for large functions. There are other buildings, but they aren't owned by the Town.

-Other possible uses -- Board retreats, memorial services, possible family reunion location.

- One question was why the Town isn't considering adding on to the School to make it more accessible to the needs of the Town (i.e., having more functions there if there were more kitchen capacity, dining facilities and meeting space).

-There was mention of concern about the dam and flooding potential where the Town Hall is currently located.

-One person said it is used only when it needs to be used like the Old West Church and that it is not worth the money to save it for what it is.

-There was a comment that it should either be sold or the Town needs to keep it from being a liability. If sold, a company/entity might refurbish it as a business space or a large gathering space.

-There was the comment that there are grants available for a historic building restoration but not aware of grant funding available for a Town if they are looking to add on to a School or build new (this avenue would require a public vote and higher taxes to cover the costs, vs. the grant funding the Town might be able to secure.

-If the upstairs was used by the Historical Society to house artifacts and records, it would need climate control.

-The foundation must be fixed and there is the thought to raise the building up out of the wet space to keep water from infiltrating the foundation.

-Someone felt that any work that is done should be meant to last a very long time - not just a quick fix. The Task Force should explore the cost to get the foundation fixed and floodproofed.

-There was mention that David Rogers in Town is willing to make an estimate on the jacking of the building, foundation fix, possible move up the property line. He lives in Calais and builds foundations and moves buildings.

-The Task Force should get a full estimate on elevating the building, full foundation repair and moving the building.

-Lisa Ryan noted that the building is listed on the state and national historic registers, so it is important to check with those officials to make sure they are okay with these types of proposed changes (elevating and moving location). If they don't approve, the building could lost its historic register status and not qualify for certain restoration grants.

-A comment that fire safety regulations will need to be taken into account.

-Reed spoke about the summary of recommendations that Arnold & Scangas Architects made on fixes to the building. The full report can be found on the Town website.

-Lisa Ryan noted that the restoration process could occur over several years so that grants can be applied for multiple times to help fund future phases of construction. However it is important to prioritize the work so phasing of the work and phasing of the funding can coincide. It could be a 5, 10, 15 year plan, depending on the scope of work decided upon.

-A comment was made that it is important to know the whole scope and cost of the project and what have been the investments in the building over the past 10 years. It is also important to bear in mind what level of maintenance costs it will require to keep the building healthy into the future.

Written Comments:

"Explore the possibility of putting up a balcony upstairs to accommodate more people"

"Explore an alternative for upstairs: use by the Calais Historical Society to store and exhibit collections"

"Town Meeting - Hold at the Town Hall Again!"

"A wider range of uses sounds good"

APPENDIX IV
GOSPEL HOLLOW WARDEN
JOB DESCRIPTION

THE GOSPEL HOLLOW WARDEN IS A TOWN-APPOINTED, LARGELY VOLUNTEER POSITION WITH A MODEST STIPEND PROVIDED TO THE INDIVIDUAL TO SERVE AS THE CARE TAKER OF THE TOWN HALL BUILDING IN GOSPEL HOLLOW, CALAIS VERMONT

POSITION DESCRIPTION SUBMITTED TO CALAIS SELECTBOARD ON JUNE 27, 2011 BY SCOTT BASSAGE

Gospel Hollow Warden

The Calais Selectboard has created the position of Gospel Hollow Warden to act as caretaker of the Town Hall in Historic Gospel Hollow.

The Gospel Hollow warden is appointed by the selectboard and has the responsibility to care for the buildings and grounds of the Town Hall. The position is largely a volunteer one, but includes a modest stipend plus pay for tasks performed as an independent contractor.

The Gospel Hollow Warden shall be concerned with the maintenance of the Town Hall and shall consider the historic, cultural and social place of the building in the life of Calais.

The Warden shall be responsible for developing familiarity and appreciation of the building, grounds and systems including windows, roof, foundation, water, heat, electrical, mechanical and landscape.

In collaboration with the Selectboard and Town Clerk, the Warden supervises volunteers and/or contractors in the maintenance and repairs of the Town Hall.

In collaboration with the Selectboard, the Warden may develop a budget and plans for necessary property improvements to ensure the goal of having the Town Hall available for future generations of Calais residents.

The Warden shall also work with the Historic Preservation Committee and any other groups concerned with the welfare of the buildings.

The Warden will be the first alternative point of contact for persons wishing to use and gain entry to the Town Hall.

As a public face for Calais, the Warden must possess good interpersonal skills as well as familiarity with building trades. Essential qualities include patience, flexibility, clear communication, as practical problem solving skills

June 27, 2011
Draft submitted to Calais Selectboard
Scott Bassage

- 2 hrs a month
$50 total
- outside of town office

APPENDIX V
DESCRIPTION APPOINTING
THE CALAIS TOWN HALL TASK FORCE

CHARGE ISSUED BY THE CALAIS SELECTBOARD TO ESTABLISH THE CALAIS TOWN HALL TASK FORCE

ADOPTED BY THE CALAIS SELECTBOARD ON AUGUST 24, 2015

Documentation Appointing Calais Town Hall Task Force

Selectboard Meeting Minutes
August 10, 2015
Approved

Present: Selectboard members Scott Bassage, John Brabant, Rose Pelchuck, Denise Wheeler (Toby Talbot absent); Donna Fitch, clerk; Gail Graham, Rick Purchase, Diane Cleary, Rachael Bliss, Mary Vanveghten, Scot C. Richards, Geraldine Gilman, Doug Lilley, Bill Powell, Rod Buck, Stephen Duke, Margaret Bowen, Gus Seelig.
Selectboard Chair Denise Wheeler called the meeting to order at 7pm.

Town Hall Task Force Members
Denise made a motion to appoint the following people to the HPC Task Force: Larry Bush, Gail Graham, Curtis Johnson (with Curtis possibly being replaced by another person from North Calais), Cy Lamberton, John McCullough, Jan Ohlsson. The task force will meet from August through December. Scott seconded the motion. Motion passed 4-0.
Minutes of July 27, 2015
Rose made a motion to approve

Description of Calais Town Hall Task Force

The Calais Town Hall is a significant historical resource owned by the Town of Calais. The Calais Selectboard has found that the Calais Town Hall has substantial repair and maintenance needs. In view of its historic and practical importance for the people of Calais and the surrounding area, the Calais Selectboard hereby establishes the Calais Town Hall Task Force. The purpose of the Task Force is to gather and share information with the public and consider what short-term and long-term steps should be taken to insure that there is a future for the Town Hall.

1. The Calais Selectboard will appoint task force members at a regularly warned Selectboard meeting;
2. The task force will generally operate under Robert's Rules of Order with consideration for Small Boards; and comply with the State of Vermont Open Meeting Law;
3. The task force will appoint by a majority vote of the task force quorum all officer positions including the positions of Chair, Vice Chair and Secretary;
4. The task force will establish a proposed schedule for regular meetings of at least 1 time per month;
5. Meetings will be held in a public place so that members of the Calais general public may attend;
6. The task force will allow for public input during a portion of the meeting as determined by the task force ;
7. The task force will develop and make available before each meeting a task force agenda and will develop and distribute minutes of the task force meetings;
8. The Selectboard will adopt the Town Hall Task Force charge after receiving input from the Task Force;
9. The Selectboard will participate in task force meetings with at least one Selectboard member attending each meeting;

10. The task force will work closely with Calais Historic Preservation Commission and Arc & Arrow Consulting LLC.

The overall shared goal is to determine a realistic, timely and appropriate repair plan for the Town Hall. Among other things the task force can do to is to provide local knowledge and advice to help Arc & Arrow Consulting do the following contracted tasks:

1. Develop a plan for a public process to determine the preferred use of the Town Hall.
2. Implement the public process for selecting the most desired and realistic use of the historic Calais Town Hall.
3. Develop a report for the Calais Selectboard.

APPENDIX VI
TOWN COMMITTEES AND GROUPS

INVENTORY TO IDENTIFY ALL OFFICIAL AND UNOFFICIAL COMMITTEES AND GROUPS IN EFFECT AS OF OCTOBER 2015. INVENTORY IDENTIFIES THE NAME OF COMMITTEE/GROUP, WHETHER IT IS AN OFFICIAL OR UNOFFICIAL COMMITTEE/GROUP OF THE TOWN, WHERE THE COMMITTEE/GROUP MEETS AND WHEN

INVENTORY CONDUCTED BY SCOTT BASSAGE OCTOBER 2015

Town Appointed Committees and Boards	Meetings in 2015*	Meeting Schedule
Auditors	3	As needed
Board of Abatement	4	As needed
Board of Civil Authority	4	As needed
Calais Lakes and Streams Committees	6	Meets late spring, summer and early fall or as needed
Calais Town Hall Task Force	8	As needed
Cemetery Commission	6	Monthly during the summer
Conservation Commission	14	Monthly and for special meetings
Design Advisory Board		As needed
Development Review Board	16	As needed
Historic Preservation Commission	12	Monthly
Listers	8	Every other month and for special meetings
Planning Commission	27	Bimonthly and for special meetings
Roads Advisory Committees	12	As needed
Selectboard	30	Bimonthly and for special meetings
Social Services Committee	1	annually
Swim Committee	3	As needed during the summer
Trails Committees	5	As needed - primarily during summer months
Trustees of Public Funds	3	As needed
***Estimated Total # of meeting days in 2015**	**162**	

Community based Committees and Groups	Meetings in 2015*	Meeting Schedule
Aldrich Memorial Association	5	Monthly
Calais Historical Society	10	Monthly except December and January
East Calais Water District	12	Monthly
Calais Energy Committee		As Needed
East Calais Recreation Committee	3	As Needed
Historic Kent's Corners Inc	1	As Needed
Art at the Kent	12	As Needed
Mountain Tamers - snow machine club	9	As needed, primarily from early Fall to late Spring
Old West Church Association	1	Annual Meeting
Calais Agricultural Task Force		As Needed
East Calais Church Committee		As Needed
Green Up Committee		As Needed
Ladies Home Mission		As Needed
North Calais Neighborhood Committee		As Needed
School Board and the many school Committees		As Needed
Stow 36 Women's Relief Corps		As Needed
***Estimated total # of meeting days in 2015**	**53**	

APPENDIX VII
INVENTORY OF PUBLIC GATHERING PLACES

INVENTORY TO IDENTIFY PUBLIC GATHERING PLACES IN THE TOWN OF CALAIS.

INVENTORY CONDUCTED BY CURTIS JOHNSON AND ARC AND ARROW CONSULTING LLC FALL 2015

Inventory of Public Gathering Places ~ Town of Calais

Town Owned

Property Name: Calais Town Hall

Address: 1662 Kent Hill Road

Property Type: Municipally owned

Contact Information: Donna Fitch, Town Clerk. Phone: 456-8720, email: calais.townclerk@gmail.com

Occupancy/Capacity Limits: 88 people downstairs, 120 people on the Main Floor. *The Local Fire Chief or designee may allow more occupants on each floor during Town Meeting provided adequate access to the exits are maintained and a fire watch is in place.

ADA Accessible: Limited - First floor is wheelchair accessible via a ramp from the parking area. Second floor is wheelchair accessible with use of a Limited Use Limited Application (LULA) elevator, First Floor -wheelchair accessible bathroom. One designated wheelchair accessible parking space. Upgrades to accessible features are needed to comply with the 2010 ADA Standards.

Availability: Seasonal use May - Oct. and for Town Meeting in March. Current availability is limited due to need for structural repairs.

Fee for Use: No set fee, donations accepted

Amenities: heat - two woodstoves; gas heaters - two downstairs, one upstairs; electricity; water; telephone; wifi; meeting space - up to 88 people on the first floor, 120 on the second floor; full kitchen - dishes; utensils, cookware; dining area - can accommodate up to 88 people; seating - folding chairs on lower level, fixed seating on second floor; tables; parking - for approximately 20 cars; restroom. (No theatrical lighting, stage or sound system.)

Brief Description: The Calais Town Hall, built in 1866 is a two-story building located within 1/4 mile of the Calais Town Clerk's office in what is known as Gospel Hollow. In 1866, the Christian Church in Calais partnered with a private organization known as The Christian Meeting House Vestry Society "for the purpose of putting a basement under the Christian Church…to be used at all times for civil and moral purposes but not to intrude with the usual religious meeting in the church above." (Cate, 1999, 83) In 1877, the Town began holding Town Meeting in the Vestry and in 1889, purchased the building from the Vestry Society. In 1916, the Selectboard voted to have Town Meetings upstairs, rather than in the lower level. Historically, the lower level was used by The Ladies Home Mission, a charity whose primary focus was on helping families in need by providing meals, clothing and blankets. In recent years, the Town Hall has been used primarily by the town for Town Meeting, Selectboard and Town Committee

Meetings. The Town Hall has also been used by the public for organizational retreats, for a town-wide tag sale, and fall foliage events. The Calais Town Hall is listed on the State and National Register of Historic Places.

Property Name: Calais Town Office
Address: 3120 Pekin Brook Road, East Calais, VT 05650
Property Type: Municipally Owned
Contact Information: Donna Fitch, Town Clerk. Phone: 802-456-8720, email: calais.townclerk@gmail.com
Occupancy/Capacity Limits: Approximately 15 - 20 people
ADA Accessibility: Yes - single story, 1 designated ADA accessible parking space, wheelchair accessible meeting room and bathroom
Availability: Monday - Thursday, 8am - 4pm or by appointment. Restricted use - town business
Fee for Use: No Fee
Amenities: heat; electricity; water; telephone - can be used for conference calls; wifi; Meeting space - up to 20 people; small warming kitchen; seating - up to 20 people; parking - for approximately 15 cars; restrooms; table and chairs - in conference room; Other - large computer screen for presentations. (No dining area, dishes, utensils, cookware, stage, theatrical lighting or sound system)
Brief Description: Constructed in 2000. The Town Office includes a small meeting room that can accommodate up to 20 people, office space for the Town Clerk, Lister and the town vault.

Nonprofit Owned

Property Name: Maple Corner Community Center
Address: 64 West County Road, Calais, VT 05648
Property Type: Nonprofit Owned
Contact Information: Anne Marie John, phone: 802-595-4856 email: annemarie.john@yahoo.com, PO Box 39, Calais VT 05648
Occupancy/Capacity Limits: approximately 80 people upstairs, 70 - 80 people lower level
ADA Accessibility: Yes - Ramp to entry, elevator to 2nd floor, restroom, one designated wheelchair accessible parking spot.
Availability: year-round

Fee for Use: Yes - varies depending on event. Free for community event or town events that do not charge a fee for participation, the space is available at no charge. There is a rental fee of $10 per hour for private parties or events.

Amenities: heat; electricity; water; basic single line telephone; meeting Space - lower level includes eight large tables set up with six chairs per table, upper level - open space with chairs available for up to 80 people; full kitchen with a six burner stove, refrigerator utensils, cookware; seating capacity- lower level - approximately 70 people, upper level - approximately 80 people; dining area; small stage on second floor; parking- seven cars and parking along the road; restroom; theatrical lighting; Other - projector, sound system, dvd player; Other - picnic table, playground, outdoor space. (No wifi, conference phone, microphones.)

Brief Description: It is reported that the Maple Corner Community Center, formerly used as a Grange Hall, was constructed in Maple Corners in 1923 with building materials from an old store. In 2000, the building was completely renovated, bringing it up to code and providing a year round space for community functions. The Community Center is owned and managed by a nonprofit organization and is frequently used by community members for a variety of activities. Current uses include: yoga class (three times a week) , bone builders (three times a week), rug hookers (once a week), Board of Directors meetings every other month, Hands on Nature once a month volunteer training, special events, films, play rehearsal (once a week), Qi Gong (once a week), weekly choir rehearsal, energy committee meetings, craft fairs and private parties and events. The facility is used both during the day and evenings. The space is in high demand and the organization does it's best to accommodate requests.

Property Name: Adamant Community Club

Address: 1161 Martin Road, Adamant 05640

Property Type: Nonprofit Owned

Contact Information: Rick Winston, Box 32 Adamant 05640

Occupancy/Capacity Limits: 50

ADA Accessibility: No

Availability: Seasonal use, May - October

Fee for Use: Yes - varies depending on event

Amenities: small gas heater; electricity; water; Meeting space - up to 50 people; small warming kitchen; seating - folding chairs for up to 50 people; tables - two six-foot tables; parking - limited to parking along the road; one composting toilet in restroom; Other - upright piano (No telephone, wifi, dining area, dishes, utensils, cookware, stage, theatrical lighting or sound system)

Brief Description: Former schoolhouse, built c.1890. Operated as a schoolhouse until 1940. The town owned the property until 1962 when it was deeded to the Adamant Community Club for the

purpose of providing space for cultural and community activities. With approximately 1200 square feet of space, it is primarily used for concerts, dinners, and other community events. Parking is available on the road and on a small grassy lawn outside for that can accommodate about six cars. Listed on the State Register of Historic Places

Property Name: East Calais Recreation Center
Address: 12 Batten Road, East Calais
Property Type: Nonprofit Owned - Calais Recreation Association
Contact Information: Erlene Leonard, Box 85, East Calais. Phone: 802-456-1336; Bill and Murial Hudson, 456-8925
Occupancy/Capacity Limits: 50 people
ADA Accessibility: Limited - Limited - wheelchair accessible ramp, no wheelchair accessible bathrooms.
Availability: Year-round for events and local meetings. Limited winter use - local meetings only by prior approval.
Fee for Use: Yes - $10 for local meetings. $50 - $75 for events.
Amenities: heat, electricity, water, wifi; Meeting space - up to 50 people, full kitchen, dishes, utensils, cookware; dining area; seating - folding chairs for up to 50 people; tables - six four-foot tables, four six-foot tables, four eight-foot tables; parking - approximately 20 cars; two restrooms (not wheelchair accessible). (No telephone, stage, theatrical lighting or sound system.)
Brief Description: Built in 1865 as a two room school house. When the new elementary school was built in the 1970s, Calais Recreation Association bought the building from the Town. At that time, the Calais Recreation Center shared the space with the town library. Eventually the library was disbanded and the space was renovated for use by the US Postal Service. Today, the Calais Recreation Center is used by the general public for bridal and baby showers, memorial services, local tag sales, yoga and fitness classes and by local association such as the local snow machine club, and both official and unofficial municipal groups such as the local historical society.

Property Name: Adamant Music School - Barney Hall and Waterside Hall
Address: 1216 Haggett Road, Adamant
Property Type: Nonprofit Owned
Contact Information: Eric Ryea, Caretaker, PO Box 60, Adamant, VT, phone: 802-223-2733

Occupancy/Capacity Limits: Barney Hall - 40 for meetings or events. Barney Hall also has overnight accommodations. Waterside Hall - 100 people for meetings or events.
ADA Accessibility: Limited - ramps to enter the building. No designated handicap parking. No wheelchair accessible bathrooms
Availability: Seasonal May - late June, late August — October. The buildings are used by the school from late June until mid-August and are not available for public use. Public use is limited and at the discretion of the Adamant Music School management.
Fee for Use: Yes - fee varies
Amenities: Barney Hall - heat; electricity; water; telephone - no public use; wifi; Meeting space - up to 40 people; full kitchen - dishes, utensils, cookware; dining area; seating - up to 40 chairs; table - seven folding tables; parking - limited to street parking and lot at Waterside Hall; restroom - 1 downstairs, 2 upstairs; Other: piano studio in the building for small receptions, subject to approval of use. (No stage, theatrical lighting, or sound system.) **Waterside Hall** - heat - heat pump; electricity; water - in restrooms; Meeting space - up to 100 people; seating - 100 chairs; stage; parking - up to 20 cars; restroom - 2 restrooms with access from outside only; Other - two pianos, outdoor deck with space for receptions with refreshments. (No telephone, wifi, kitchen, dining area, tables theatrical lighting, or sound system)
Brief Description: Barney Hall is a former pool hall, parsonage, and lodging house that now holds the Adamant Music School dining hall and practice studio. Waterside Hall is a performance space that contains two Steinway grand pianos. In recent years, these two venues have been used for weddings, reading club, funerals, classes during the off season. Public use is limited and at the discretion of the Adamant Music School management.

Property Name: Old West Church
Address: 758 Old West Church Road, Calais
Property Type: Nonprofit Owned
Contact Information: Eva Morse 223-5952
Occupancy/Capacity Limits: 375 (including 125 in balcony maximum).
ADA Accessibility: No
Availability: Upon Request
Fee for Use: Yes - fee for non-Calais residents; varies by event.
Amenities: heat - two woodstoves; Meeting space - up to 375 people; seating - fixed box seating; parking - limited to lawn and on the road; chairs - fixed benches for up to 375; (No electricity,

water, restrooms, telephone, wifi, kitchen, dining area, tables, theatrical lighting, stage, or sound system.)

Brief Description: Old West Church was built in 1823, as a non-denominational church. It is designed with the old box type, or "sheep pen" pews. It is still very primitive, with no electricity, water or bathroom facilities. The buildings is very historic, and has been used for concerts, weddings, memorial services and for a candlelight Christmas Eve services. It is especially good for events that require larger seating capacity. Old West Church is listed on both the State and National Register of Historic Places.

Property Name: Memorial Hall (Closed to the Public)

Address: G.A.R. Road, East Calais VT 05650

Property Type: Nonprofit Owned

Contact Information: Peg Bowen

Occupancy/Capacity Limits: Closed - repair needed

ADA Accessibility: No

Availability: Closed - repair needed

Fee for Use: $400 per event plus cleaning deposit

Amenities: heat - gas heaters downstairs; electricity; water - hot water available; Meeting space - up to 150 people; full kitchen; dining area, tables - fixed, long tables downstairs in dining room; seating - antique chairs up to 100; parking - limited; restroom - 2 restrooms; Other - dance floor on the 2nd floor. (No telephone, wifi, stage theatrical lighting, or sound system)

Brief Description: Built 1888 as a Grand Army of the Revolution (GAR) Hall, lovely site on Mirror Lake (a.k.a. No. 10 Pond). On the interior, Memorial Hall is divided into a series of rooms on the lower level with stairs to a large and ornate ballroom on the second level. Lower level rooms have been modified to accommodate the building's use as a public venue. The upper floor is an open space. Significant features include a patterned wood floor, as well as pressed metal walls and cathedral ceiling. Before the building was closed for repair, it was used as venue for private events such as weddings and family reunions. State or National Register?

Property Name: Unadilla Theater

Address: 501 Blachley Rd, Marshfield, VT 05658

Property Type: Non-profit Owned

Contact Information: Bill or Tom Blachly - (802) 456-8968

Occupancy/Capacity Limits: 2 theaters - each hold 100 people

ADA Accessibility: ADA Accessible, ADA Restrooms

Availability: Seasonal - mid-June to mid-October. Public use is at the discretion of the Unadilla Theater Management team.

Fee for Use: Depends on event, contact management for more information.

Amenities: electricity; water - no hot water; Meeting space - up to 100 people per theater; dining area - outdoor picnic area; seating - fixed seating up to 100 people per theater; one stage per theater; parking - up to 100 cars; men's and women's restrooms in both theaters; theatrical lighting; sound system. (No heat, telephone, wifi, tables, chairs, or kitchen.)

Brief Description: There are two theater spaces available at Unadilla Theater, both with seating capacity for up to 100 people. The spaces have been used primarily for theatrical performances from June through October. Use for public events and meetings are considered on a case by case basis.

Public School

Property Name: Calais Elementary School

Address: 321 Lightening Ridge Rd, Plainfield, VT 05667

Property Type: Public School

Contact Information: Sue Cioffi, phone: 802-454-7777

Occupancy/Capacity Limits: gym is 250, library 30

ADA Accessibility: fully ADA accessible

Availability: Typically during the school calendar year, when custodial staff is available to open and close the building. General use is Monday through Thursday in the evenings; when space is available. Application process required for use of the building.

Fee for Use: Fee required. Fee is dependent on time of day, length of use, type of activities and the need for staffing. Contact Sue Cioffi for more information.

Amenities: heat; electricity; water; telephone; wifi; Meeting space - up to 150 people; full kitchen; dining area; seating - 150 folding chairs; parking - up to 20 cars; restrooms; tables; chairs - up to 150; Other - gymnasium, bleacher seating. (No dishes, utensils, cookware, stage, theatrical lighting, or sound system)

Brief Description: The Calais Elementary School is used primarily as an educational facility for grades PK - 6. School functions, Calais Recreation Association programs such as drama club, basketball, etc,

and Community Connections have priority for use of the space. Public use requires the completion of an application and is subject to availability.

Private Property

Property Name: The Blue Barn
Address: 117 West County Road, Calais
Property Type: Private property
Contact Information: Chris Miller, 223-0184
Occupancy/Capacity Limits: approx. 110
ADA Accessibility: No
Availability: Not a public facility; contact owners
Fee for Use: Not a public facility; at owner discretion
Amenities: seating - rough bleachers; stage. (No heat, electricity, water, telephone, wifi, Meeting space, kitchen, dining area, dishes, utensils, cookware, parking, restroom, tables, chairs, theatrical lighting, or sound system.)
Brief Description: Barn on private property used for dances and performances at the owner's discretion.

Local Business

Property Name: Whammy Bar
Address: 31 West County Road, Calais VT 05648
Property Type: Privately Owned - Bar and Café
Contact Information: Artie and Nancy Toulis, maplecornerstore@gmail.com
Occupancy/Capacity Limits: 50 for bar/café; 20 for sit down meeting
ADA Accessibility: lower level and bathroom accessible. Bar is not wheelchair accessible.
Availability: At the owner's discretion. Most suitable for public and private gatherings, rather than municipal business.
Fee for Use: Determined by owner
Amenities: heat; electricity; water; wifi; public space – up to 20 for sit-down meetings, 50 people for the bar; dining area; seating for 20; parking – up to 10 cars; restrooms; stage; theatrical lighting; sound system; Other – bar and food service available. (No telephone or kitchen for use by the public).

Brief Description: bar and café in Maple Corner Store often hosting live music. Available to the public for private parties at the owner's discretion.

Church

Property Name: Adamant United Methodist Church

Address: Haggett Road, Adamant, VT 05640

Property Type: Methodist Church

Contact Information: JoAnne Bair, Lay Pastor, 802 223 2830

Occupancy/Capacity Limits: 35 upstairs; ~50 downstairs

ADA Accessibility: Limited - ramp into the sanctuary. Lower level, including the large meeting room with a stage and bathroom is not accessible.

Availability: For church affiliated events. Public use is at the discretion of the congregation.

Fee for Use: By donation

Amenities: heat; electricity; water - hot water available upon request; telephone - basic single line telephone; Meeting space - up to 50 people; full kitchen with use of the refrigerator available upon request; dishes, utensils, cookware available; dining area; seating - 50 folding chairs; small stage; parking - up to 20 cars; restroom - not wheelchair accessible; tables - eight to ten tables available. (No wifi, theatrical lighting, or sound system.)

Brief Description: A store which became a church in 1914. Basement was built beside the original building in the 1960s and the church was moved the new foundation /basement. It has functioned as a Methodist Church since 1914. Primarily used for church functions. On occasion, it has been rented for concerts, annual meetings for non-profits.

State Historic Site

Property Name: Kent Museum Historic Site

Address: 7 Old West Church Road

Property Type: State Owned Historic Site

Contact Information: Tracy Martin, Chief of State Owned Historic Sites 828-3051 or Historic Kents Corner, Inc., email: thekentmuseum@gmail.com for programming

Occupancy/Capacity Limits: No public meeting space available. Used primarily for Arts Events. Capacity varies based on program.

ADA Accessibility: Limited - first floor and bathroom is wheelchair accessible. Second is not wheelchair accessible.

Availability: Open by Appointment from Late May - Mid October. No public meeting space.

Fee for Use: Varies based on event and proposed use.

Amenities: electricity, basic single line phone, small kitchen, seating - 20 folding chairs, parking - lawn or street, 2 wheelchair accessible restrooms, Other - Steinway baby grand piano, ballroom on the second floor, gallery space for the display of art and history exhibition. (No heat, wifi, dining area stage, tables, theatrical lighting, or sound system.)

Brief Description: The Kent Museum Historic Site, also known as The Kent Tavern, was originally constructed in 1837. The property was used for a variety of commercial endeavors from the time of its construction including boot and shoe manufacturing, a tavern, hotel and boarding house. The property was also the private residence of members of the Kent Family. The property was donated to the Vermont Historical Society in 1953. In 1991, the ownership of the site was transferred to the Division for Historic Preservation. It is now a seasonal state historic site used primarily for art exhibitions.

Other

Property Name: Adamant Coop: No public meeting space.

Property Name: Farmhouse Café: No public meeting space.

Property Name: East Calais Church: Closed, no public meeting space.