

# Reasons We Need A New Town Office

- Current vault space is inadequate (see Items That Need To Be Kept In The Vault)
- Current meeting/research space is inadequate
- Current storage space is inadequate and inconvenient (on-site storage is almost non-existent and there are two off-site storage spaces, one at Mad River Park and one at the Wait House)
- Current office is not ADA (Americans with Disabilities Act ) accessible
- Current Listers' office is inadequate
- Current Planning and Zoning Administrator's office is inadequate and provides no privacy
- Current office has flooded twice in the last 15 years
- Current parking is inadequate
- There will be a need for a Public Works office, for which the current office provides no space



The current vault measures 13'8" x 4'6" and is almost full. (At the time of this picture, the vault had been emptied to install a new \$10,000 shelving system to maximize the available space.) Among the items that should be in the vault but are not are seven zoning permit file cabinets that measure 18" x 32."

# The Town Office And Recent Flood Events



The entire contents of the vault were removed in anticipation of the August 2011 flood. Eventually those items plus all the zoning filing cabinet drawers and the card catalogue were taken upstairs to the library when it was feared the surfaces in the Town Office would be under water. Once outside the vault, historical documents and land records are vulnerable not only to water but to fire.



During the 1998 flood, the Town Office flooded from Main Street through the only western-facing window.



During the 2011 flood, the Town Office flooded from both the main entrance and the “summer” entrance located on the east side of the building.



The morning after the August 2011 flood. Although the vault was spared, the carpet was saturated and ultimately needed to be replaced.



Trying to dry out.



Clean-up and removal of the carpeting begins. The water-logged carpeting and carpet pad made removal extremely tiresome. We were grateful for all the amazing volunteers that came and helped finish the job.



Although we never closed the Town Office post-Irene, those who visited found it to be in disarray until the new carpeting was installed in mid-October. We thank everyone for his/her patience. We never want to go through that again.

## Items That Need To Be Kept In The Vault

- All Grand Lists
- Land Records
- Property Tax Transfer Returns\*
- Card Index for Land Records and Maps\*
- Vital Records
- Contracts/Agreements\*
- Minutes for all Boards and Commissions\*
- Plat Maps\*
- School Registers
- Zoning records\*
- All election materials\*
- Daily receipts and General Ledger data, especially if it has not been audited\*
- Town Record Books
- Town Reports
- Payroll information of all kinds\*
- Canceled checks, statements, etc.\*
- Vehicle titles\*
- Anything that should be microfilmed but is not

\* These items are not kept in the vault due to lack of space.