

# Town Office Bond Authorization

November 2025

**Poultney**  
VERMONT

HEART OF THE SLATE VALLEY



# Overview

1

Existing Conditions

2

Future Needs

3

Expansion in Place

4

177 Main Street

5

Cost Breakdown

6

Projected Timeline

# Existing Conditions

- ◆ **Limited Space, Fragmented Operations**
  - Town Clerk, Manager, and Assessor/Listener offices are at full capacity for their functions.
  - Zoning Administrator occupies a corner of the conference room, limiting public use
  - Community Development Director located offsite (Stonebridge Inn)
  - Village operations located at 177 Main Street
  - Cross-department coordination is siloed, inefficient

- ◆ **Insufficient Storage, Records Capacity**
  - Existing vault undersized for required recordkeeping under state law
  - Poultney Recreation lacks an office or storage area
  - General storage space inadequate for daily operations

- ◆ **Building and Site Constraints**
  - Small lot with minimal parking for staff and visitors
  - Proximity to Barrett Brook limits potential for vault or building expansion

- ◆ **Vulnerability**
  - Building is vulnerable to flooding



9 Main Street Exterior

## 9 Main Street

Year Built	1967
Interior Space (s.f.)	2,200
Parking Spaces	7
Combined Vault Size (interior s.f.)	200
Floodplain Restrictions	Yes

# Future Needs



## Functional Space for Town Operations

- Co-locate all municipal departments under one roof
- Provide adequate work areas for staff and public service
- Improve coordination between Town and Village operations
- Recreation Department operations and storage



## Public Access and Compliance

- Create accessible entrances, restrooms, and circulation routes (ADA-compliant)
- Expand public meeting space for boards and committees
- Ensure technology access for hybrid or remote participation



## Records Protection and Infrastructure

- Construct a modern, code-compliant vault with long-term capacity
- Upgrade electrical, HVAC, and data systems for reliability
- Improve building energy efficiency and resilience



## Parking and Site Capacity

- Increase on-site parking for residents and visitors
- Provide safe, well-lit pedestrian access and bicycle parking



9 Main Street Basement Flooding Event

## 9 Main Street

Year Built	1967
Interior Space (s.f.)	2,200
Parking Spaces	7
Combined Vault Size (interior s.f.)	200
Floodplain Restrictions	Yes



# Expansion in Place

- ◆ **Architectural Evaluation**
  - Vermont Integrated Architecture (VIA) studied options for on-site expansion
  - Existing lot found too constrained for meaningful addition
  - Proximity to Barrett Brook limits potential vault expansion
- ◆ **Physical and Regulatory Constraints**
  - Floodplain and Town Square (green space) restricts building enlargement
  - Limited parking and circulation space
  - Existing structural layout difficult to modify efficiently
- ◆ **Cost and Efficiency Considerations**
  - Estimated cost per square foot higher than relocation
  - Expansion would not resolve long-term space needs
- ◆ **Operational Impact**
  - Construction would disrupt ongoing Town functions
  - Limited gain in overall efficiency



9 Main Street Basement Flooding Event

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# 177 Main Street

## Site Overview

- Located in Designated Downtown, Main Street Historic District, Village Commercial Zoning District
- Centrally positioned between municipal services, retail, and parking
- Adapted for office use, minimizing structural renovation needs

## Building Features

- Larger, more flexible interior layout for all departments
- Space for a modern, code-compliant records vault
- Dedicated conference room to accommodate public meetings
- Improved accessibility for staff and visitors
- ITM Machine would remain

## Parking, Circulation, and Access

- Off-street lot supports staff and visitor parking
- Potential shared parking benefit for nearby businesses and trail users
- Safer ingress and egress compared to 9 Main Street
- Abuts the D&H Rail Trail, a multiple use recreational trail

## Community and Operational Benefits

- Co-locates Town and Village offices under one roof
- Maintains a municipal presence in Poultney's downtown core
- Supports long-term efficiency, coordination, and public access



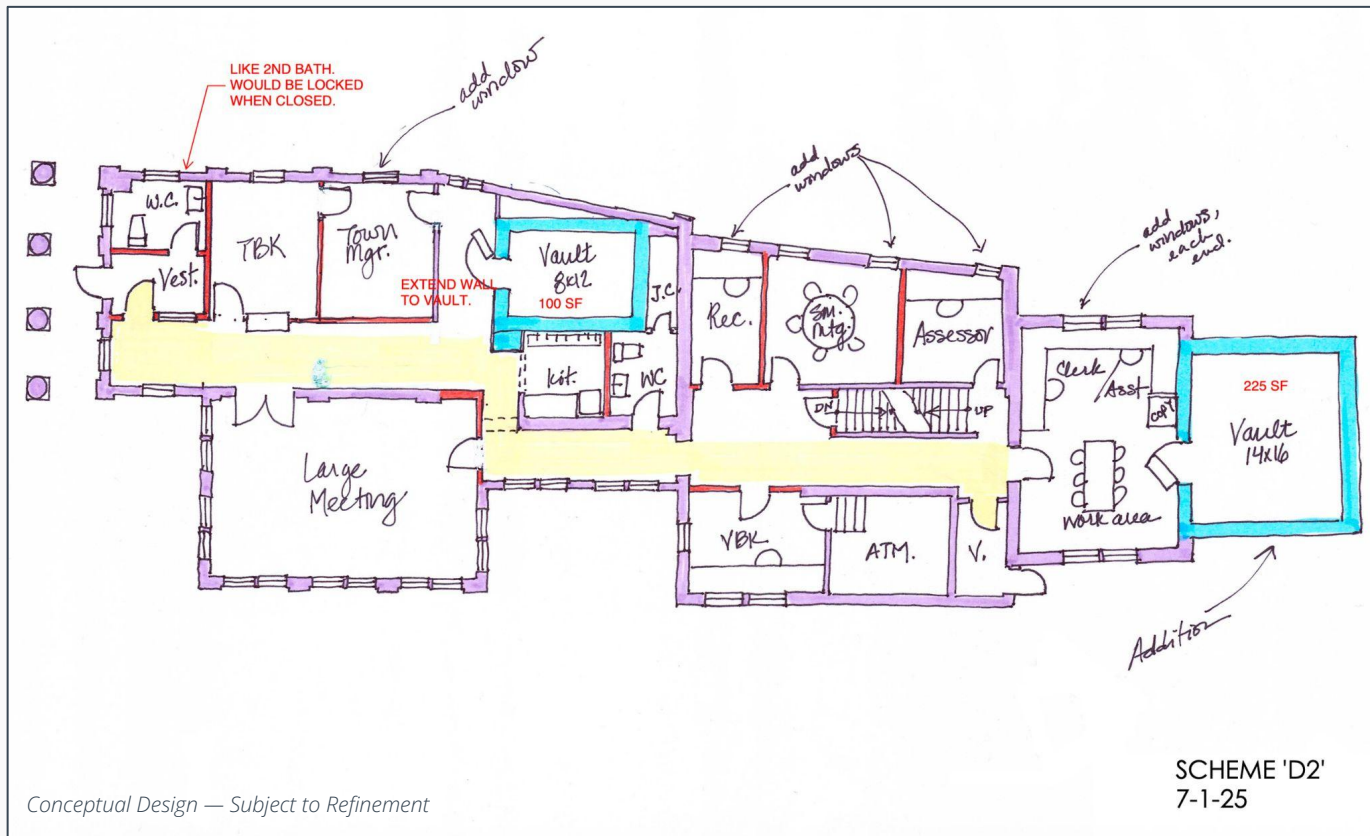
177 Main Street Exterior

## 177 Main Street

Year Built	1860
Interior Space (s.f.)	5,550
Parking Spaces	19
Combined Vault Size (internal s.f.)	496
Floodplain Restrictions	No

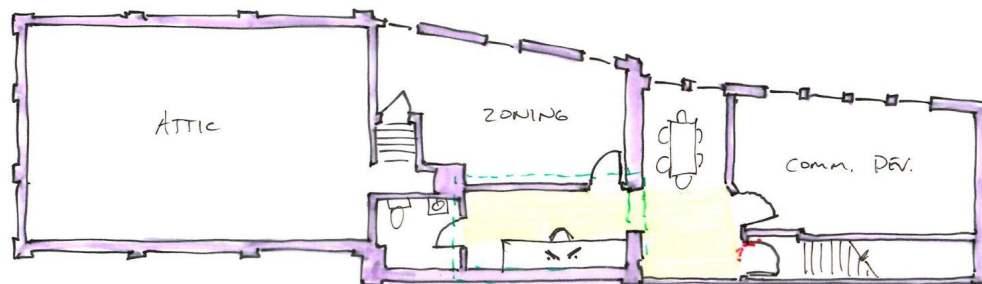
# 177 Main Street

## Preliminary Renderings



# 177 Main Street

## Preliminary Renderings



SCHEMES 'E2' & 'D2'

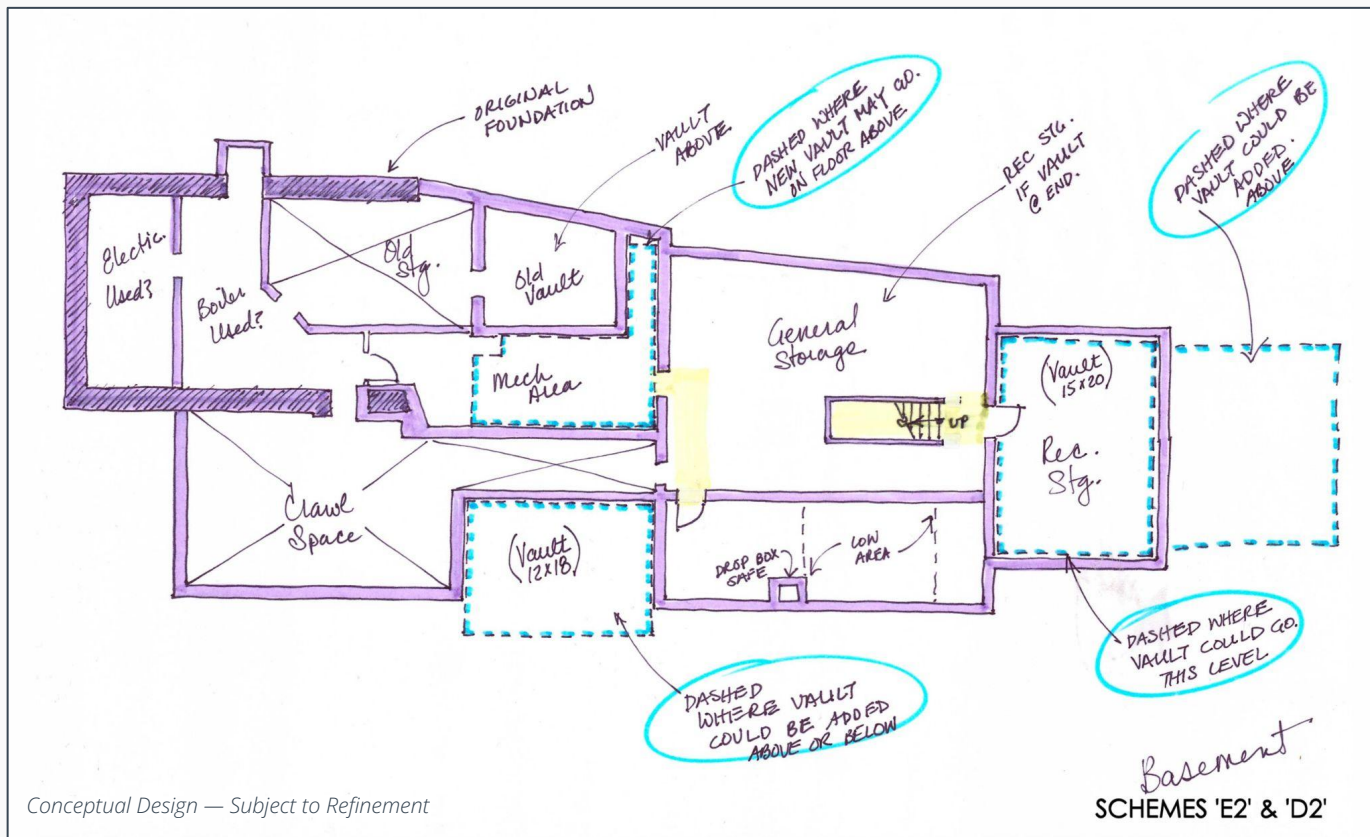
2ND  
FLR.

*Conceptual Design — Subject to Refinement*



# 177 Main Street

## Preliminary Renderings

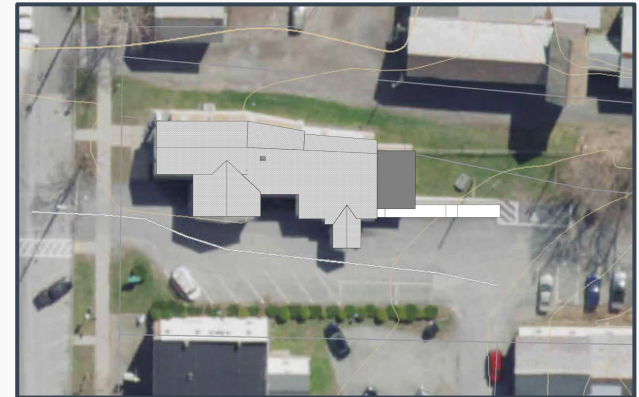




## Side-by-Side Dimensions

	9 Main	177 Main
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	9 Main	177 Main
Year Built	1967	1860
Interior Space (s.f.)	2,200	5,550
Parking Spaces	7	19
Combined Vault Size (internal s.f.)	200	496
Floodplain Restrictions	Yes	No



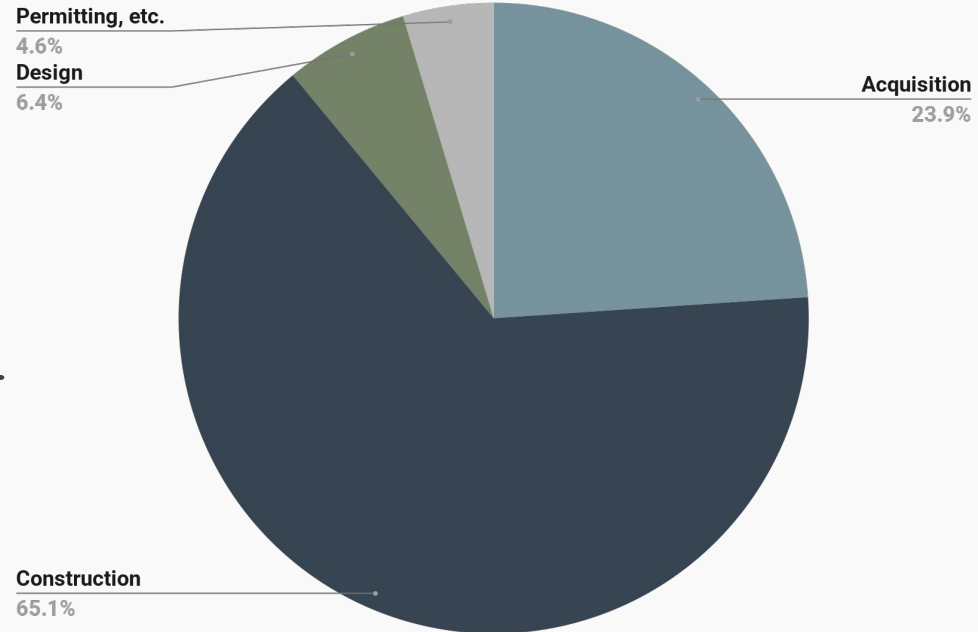
# Cost Breakdown

## Overall Project Estimate

- **Total estimated project cost:** \$1.4 million
- Includes purchase, renovation, vault construction, furnishings, and contingencies

## Primary Components

- **Property Acquisition:** \$356,000
- **Building Renovation & Vault Construction:** estimated majority of total cost
- **Furniture, Fixtures & Equipment (FF&E):** included in overall estimate
- **Permitting, Design, and Professional Fees:** architectural and engineering services
- **Contingency:** allowance for unforeseen construction conditions



# Cost Breakdown (continued)



## Financing Scenarios

- **Scenario 1:**

- 31-year note, annual payment  $\approx$  \$108,369
- **Approx. \$30.80 increase per \$100,000 of assessed value**

- **Scenario 2:**

- 21-year note, annual payment  $\approx$  \$125,351
- **Approx. \$35.70 increase per \$100,000 of assessed value**



## Ongoing Fiscal Responsibility

- Town will pursue state and federal grants to offset costs
- Final costs subject to change pending interest rates and bid results

# Projected Timeline

## 2024-2025 Planning & Evaluation

- VIA architectural study completed
- Site and building suitability reviewed
- Selectboard and public discussions held
- Bond language and cost estimates developed

## 2025-2026 Bond Vote & Design

- Bond vote for up to **\$1.4 million**
- Detailed design and permitting phase

## 2026-2027 Construction & Transition

- Renovation and vault construction at 177 Main Street
- Furniture and equipment installed
- Town operations relocate following occupancy

## 2027+ Future Use of 9 Main Street

- Energy upgrades through MERP program
- Long-term reuse or disposition evaluated

→ Grant applications and energy funding pursued →



Thank you

Poultney  
VERMONT  
HEART OF THE SLATE VALLEY