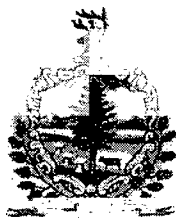


DOUGLAS R. HOFFER
STATE AUDITOR



STATE OF VERMONT
OFFICE OF THE STATE AUDITOR

To: Chris Cole, Commissioner, BGS
Date: 13 October 2017
Re: Proposed addition to 132 State Street
Cc: Brad Ferland, Deputy Sec. AOA

As we discussed at our September 18 meeting, we have space issues at 132 State Street. The building is in a great location, has wonderful character, and provides excellent natural light for all the employees, which is no small thing in my opinion. However, as you saw, there are some challenges.

For example, several employees work in cramped spaces and one is in a hallway. Indeed, the square footage (sf) for three of my audit staff are 50, 74 and 81. These are considerably below the GSA benchmark of 125 sf per workstation used by BGS in the 2015 Capital District Plan.

In addition, 1) the lack of space requires one of our (non-audit) employees to work next door at 134 State Street; 2) we do not have a room large enough to accommodate a full staff meeting; and 3) the Fire Marshall waived certain fire safety requirements some time ago, but we have only one means of egress from the second floor, which is not safe and does not meet code.

For these reasons (and others), I would be grateful if you could earmark the funds necessary to assess the feasibility and costs of constructing a small two-story addition behind 132 State Street. The goals are:

- 1) Create four modest offices on the second floor of the addition;
- 2) Create a simple meeting space on the first floor sufficient for staff meetings;
- 3) Add a second stairwell in the addition or in the connecting structure; and
- 4) Move the mechanicals from the basement above ground.

What I am proposing would require moving the maintenance shed, but that shouldn't present a problem as there is ample space in the parking lots on the south side of State Street. Moreover, relocating the shed would eliminate the steady noise generated by the landscaping and snow removal equipment based there.

As I mentioned, David Schutz has indicated his support for such a project and offered to help as we work through issues related to historic preservation.

FY19 Capital Budget Adjustment – Act 84 of 2017

New Project Proposal – Form B

Agency: Office of the State Auditor
Department:
Program Title:
Project Title:
Project Description: Conduct a feasibility and engineering study to determine the estimated costs of a small two-story addition behind 132 State Street.
Project Location: 132 State Street Montpelier

Please prioritize your project based on the following: Priority 1: Critical Priority 2: Strategic Investment Priority 3: Future Investment
Requested Project's Priority: Strategic Investment
Describe how you arrived at your Priority Ranking: See attached memo to Commissioner Cole.
FY2019 Capital Request: \$40,000 - \$50,000
Capital request beyond FY for this project: A preliminary estimate by BGS was \$400,000+.
Proposed Amount to come from reallocations: Don't know.
Act, Sec No. and Project name reallocations will come from: Don't know.

Total Project Cost	FY2019 Funding	Funding beyond FY19
Capital Funds	\$40,000 - \$50,000	Not yet determined.
General Funds		
Other Sources		

Project Operating Cost	FY2019	Source	After FY2019	Source
Personal Services Cost	\$40,000 - \$50,000		\$0	Capital Funds
Operating Cost	\$0		Not yet determined.	Single Audit Revolving Fund
Est. Fee for Space Cost	\$0		Not yet determined.	Single Audit Revolving Fund
New positions required	0		0	

Describe in more detail how operating cost will be covered including funding source: The space is intended for professional audit staff. Those costs are paid from the Single Audit Revolving Fund (ISF). There will be some savings from ending our use of an office next door.
Effect on your operations if Project is not funded: There is an opportunity cost. If audit staff are provided sufficient working space, they should be more productive. At present, three audit staff work in severely substandard space (i.e., much less SF than BGS recommends).

Submitted By: Doug Hoffer	Date: 10/13/17	Email: doug.hoffer@vermont.gov
----------------------------------	-----------------------	--