

**TOWN OF FERRISBURGH**  
**MINUTES OF MEETING OF BUILDING MAINTENANCE COMMITTEE**  
**FEBRUARY 5, 2020 – Approved**

**Members Present:** Red Muir, Carl Cole, Jean Richardson, John Bull

**Member Absent:** Silas Towler

**Guests:** None

1. Following Public Notice the meeting was called to order at 4:00 pm, and the Chair asked for a motion to amend the agenda to add 6 (a) Discussion of possible legal action - Executive Session. Carl Cole made the Motion, seconded by John Bull. All voted in favor. MOTION PASSED.
2. Minutes of December 17, 2019 were approved as previously distributed on Motion of Carl Cole, seconded by Red Muir. John Bull abstained, having not been present. Carl, Red and Jean all voted in Favor. MOTION PASSED.

3. **Priority List of Work to be done:** Discussed the funds available for maintenance buildings.

**Funds available in Town Budget:** There are two funds, one *Town Hall Community Center Maintenance Fund (3710-85)*. This fund presently has \$22,997 balance. Rental fees are deposited into this fund.

The other fund is the Town Buildings Maintenance Fund, also known as the *Town Buildings Reserve Fund*, a general, unbudgeted fund. This fund has been receiving transfers into it each year in the amount of \$30,000. This year at Town meeting the Warning includes a request to increase this by another \$20,000 given the scope of maintenance needed.

Discussed the present balance in the Reserve Fund- red reports it is only about \$18,222.

Discussed the fact that in order to be able to raise grant funds to renovate the Union Meeting Hall we need to maintain the funds committed by the Selectboard on November 12, 2019 of \$10,000 from the 2019-2020 budget, and \$20,000 committed from the 2020-2021 budget.

Discussed the list of building maintenance projects, beginning with the Town offices and Community Center. Work grouped by priority as follows:

- **Town Offices, Tower Leak:** First priority – Red has asked Burnett to look at the leak and suggest a temporary fix. Jean has to verify materials for HP compliance for reconstruction
- **Sisters' House Roof leak:** First priority – Red has asked Burnett to look at the leak and propose a temporary fix.
- **Town Offices Basement Drainage Issue:** First priority. Discussion of research based on photos which Silas has circulated showing the walls during construction. All agreed that there are 3-6 problem areas. All agree that Historic Preservation Easement constraints are not an issue, so the work can go forward quickly. John Bull feels that this matter could be quickly taken care of by Town Crew. The only cost to the Building Maintenance Reserve Fund would be some materials. Installation of a light in the back of the building for parking etc. would be combined with this basement project. All agreed that John should move forward with this as soon as possible.
- **Town Community Center Grates in Floor:** This is a first priority task. Silas has been out of town and these have not yet been addressed. The grates need to be made safe for handicap access. We will check with Silas as to his plans when he is in town in the next two weeks.

- **Town Offices wood siding:** This is a second priority task. Some sections of clapboard need to be cut and fixed prior to caulking and painting. **Red will get a local estimate immediately** so that this can be done in 2020.
  - **Town Offices Exterior Painting:** This is a second priority task which can be scheduled for 2021. But should be put out to bid soon to get it on someones' calendar. Needs to be a Painter with high 100 foot Lift. **Red will look for local Addison County Painters** to get a ballpark estimate and then send out to bid. Some discussion as to whether it would be more economic long term to have the Town own its own lift given the buildings we have to maintain. John will look into this.
  - **Town Offices Floors:** This is a second priority task and can be scheduled for 2021. **Red will get an updated ballpark estimate from Greenwood** and committee will determine when to put out to bid.
  - **Union Meeting Hall Roof:** First priority task. Estimated at \$107,000. Must be Historic Preservation standards. FUMH is working to find funds for this to start in 2020.
  - **Union Meeting Hall Handicap Accessibility:** First Priority. No estimate. Friends received a small grant to have an architect prepare drawing of necessary ADA changes. **Architect will visit UMH on Sunday Feb 9 to conduct research. Then Ashley LaFlam will get a ballpark estimate** prior to seeking bid from qualified Historic Preservation contractor. This will be part of the Grant application to the Vermont Arts Council, Cultural Facilities Grants, due May 1. Jean will help put the grant together. This Grant will require a 50% match.
  - **Union Meeting Hall Tower:** First priority. The tower really needs work this year. **Waiting for ballpark estimate from Vermont Heavy Timber.** They are a qualified HP contractor. **Jean will seek possible sources of grant funds and work with Friends on fundraising.**
  - **Other Union Meeting Hall issues** are of lower priority and were not discussed as we ran out of time.
4. **Discussed Town Meeting Day Power Point Presentation** which Red is going to do. His goal is to help towns people understand the range of work needed to be done and the need for increase in budget.
5. **No Old Business**
6. **Executive Session:** At 5:22 pm, Carl Cole made a motion to go in to Executive Session to discuss possible legal action. John Bull seconded. All voted in favor. MOTION PASSED.  
At 5:36 pm , Carl Cole made a motion to come out of Executive Session. John Bull seconded. All voted in favor. MOTION PASSED.  
At 5:37 pm Carl Cole made a motion to reconvene the regular building committee meeting. John Bull seconded. All voted in favor. MOTION PASSED.  
Red reported that no action was taken by the committee.
7. The next Building Maintenance Committee meeting is scheduled for Monday February 17 at 4:00pm- 5:30 pm.
8. Meeting adjourned on motion at 5:38 pm.

Respectfully Submitted  
Jean Richardson