

Approved, May 7, 2024

TOWN OF FERRISBURGH
MINUTES OF MEETING OF THE BUILDING MAINTENANCE COMMITTEE (BMC)
Tuesday, April 23, 2024 @ 5:30 pm
Held at the Town Offices and on Zoom

Members Present: Red Muir, Rick Kerschner, Silas Towler, Craig Bunten

Absent: Carl Cole

1. Meeting was called to order at 5:43.
2. **MINUTES** of the April 9, 2024, meeting were approved on **MOTION** by Rick, seconded by Craig.
VOTE: All in Favor.
3. **Brown Church:**
 - **RFP** – Selectboard is handling this and Red had no update. April 16 Selectboard minutes indicate that the RFP is to be posted as soon as possible with a 30 day response date.
4. **Union Meeting Hall:**
 - **Window Progress** – Rick and Carl visited Jim Hunt on Monday, April 15th. Window restoration is progressing well. Rick took photos of progress. Jim demonstrated re-glassing and back-glazing the windows and that process is about three-fourths completed. Jim has located a painter to strip and paint the window frames, “Painting with a Purpose” out of Essex. Email: Office@PWPVT.com URL: <https://pwpvt.com/> (802) 724-6837. They plan to begin painting mid- July or early August so as not to be working on the windows earlier when roof work is starting and slates are being removed. Jim will follow behind the painters as their work progresses and install the restored windows. He anticipates finishing reinstalling in late September of early October, 2024. Rick noted that Jim’s contract extension had probably expired. A draft version of the contract attached to these minutes shows it expired on November 30, 2023. It will be discussed at the next BMC meeting and a new contract extension will be drafted for signatures.
 - **Historic Preservation Easement** – Ashley, Rick and Silas met with Meg Campbell from Preservation Trust of Vermont (PTV) on April 17 via Zoom to discuss the draft easement on the UMH required by PTV and the Save America’s Treasures (SAT) grant to be signed no later than when the grant work is completed. Silas raised several questions that Meg clarified. She will consider not including the lot in the easement, just the building. Meg sees no problem approving any of the improvements approved by the NPS as part of the grant work after the easement is in effect or the eventual addition of appropriately designed and installed storm windows. She did acknowledge that SAT may have different easement requirements than PVT and she will work with SAT, NPS, Friends of the Union Meeting Hall and the Town of Ferrisburgh to craft an easement acceptable to all. Silas was satisfied with her responses and does not anticipate a problem with moving forward with the easement. Silas also manages the easement

with PTV on the Town Hall. Rick suggested that the next step is for Rick, Silas, and Ashley to review the PTV draft and suggest edits. Meg will then run them by NPS and SAT to ensure all concerned entities are satisfied and draft the final easement to be presented to the Selectboard for signature. The easement must be signed before the second 50% of the PTV monies are paid to the Friends of the Union Meeting Hall and the Town by PTV. Rick also reminded Ashley and Meg that the SAT grant is due to end in June and that it needs to be extended through at least the end of 2024.

- **Vermont Heavy Timber Work Progress** – Red just visited the UMH and reported that Miles Jenness’ crew is setting up staging and protective fencing and that a Port-a-let is on site. Who pays for the Port-a-let will be addressed at a later date. Work on the restoration of the roof structure will begin in earnest in two weeks. Red mounted permits on the bulletin board inside and will check to see that all the required OSHA papers are also posted. Jackman Fuels will pick up the propane tanks that are no longer in use.

- **Status of UMH Insurance Policy** – Red will ask Pam to check to see if the present Town buildings insurance policy will cover repair or rebuild of the UMH to comply with the Secretary of the Interior’s Standards for Historic Preservation.

- **Status of Town Energy Audits to fund UVM Energy Efficiency Projects** – Ashley inquired as to the status of these audits. Red recommended that she talk with Kurt Haigis, chair of the Ferrisburgh Climate and Energy Committee who is informed on such projects.

5. **Window Washing Bid:** Red asked *Donahue Window Cleaning* which window surfaces are covered in their bid of \$2520. He was informed that they will clean inside and outside of all building windows and storm windows they can access. Any windows covered with inoperable storm windows would be cleaned on the outside of the storm and inside of the covered window. Red also contacted *Blue Sky Window Cleaning LLC* that washed the windows 4 years ago and they submitted a bid of \$4295, mainly because they use a lift that costs over \$2000 to rent for the duration of the cleaning.

Motion: Request that Town Clerk schedule the cleaning with *Donahue Window Cleaning*.

MOTION by Rick, seconded by Craig. **VOTE:** All in Favor.

6. **Parking Lot Paving:** Red discussed paving the parking lots with John. John will include paving and striping both parking lots in his paving plans to obtain quotes for the work to be completed before the end of the summer.

7. **Bills:** Bill from *Vermont Life Safety LC* for Fire Alarm Test and Inspection conducted on 10-20-23, received March 29, 2024, for \$540. Approved for payment on **MOTION** by Silas, seconded by Craig, **VOTE:** All in favor

8. **Budget Review:** Town Treasurer Alison will submit an updated BMC budget to Rick on the 1st of each month and Rick will present it to the BMC at their first meeting of the month.

9. New Business:

- Red reported that the elevator was not working properly. He closed all elevator doors properly on all levels and then it worked. He will ask Pam to check its operation again and to contact Garaventa to service it if necessary.
- Red had a call from Mike James, President of Atkins Farm Homeowners Association, reporting that there was water in the yard around the septic mound. Clark-Wright Septic will check it out when they pump out the tanks on April 24. Arrangements will be made to send a sample of the water for testing to determine if it is effluent leaking from the mound system to inform appropriate action. Red and Silas will review the various easements and wastewater permits for the shared mound systems.

10. Next Meeting: TUESDAY May 7, at 5:30 PM at the Town Hall, in person and on Zoom.

11. Meeting Adjourned at 6:52 on MOTION by Rick, seconded by Craig, VOTE: All in Favor

Respectfully Submitted,



Richard Kerschner, BMC Clerk

ADDENDUM TO CONTRACT

**RE: CONTRACT FOR SERVICES BETWEEN RIFT CUT AND TOWN OF FERRISBURGH
EXTENSION OF DATE FOR COMPLETION**

1. The Town of Ferrisburgh contracted with Rift Cut to fully restore the windows in the Union Meeting Hall with a start date of October 1, 2022, and a completion date of August 1, 2023.
2. To date, Jim Hunt, owner, has worked diligently with additional hired staff to complete this work in a timely manner.
3. Recently Jim finds that he cannot hire labor and he has been slowed down in his work and thus, regretfully, requests an extension of time for completion of work to November 30, 2023, with an option for further extension if necessary.
4. All other conditions of the present contract remain in place.
5. This request was approved on Motion at the July 11, 2023 meeting of the Building Maintenance Committee

Signatures:

_____. Date: _____
Jim Hunt

_____. Date: _____
Chair, Selectboard