

TOWN OF FERRISBURGH
MINUTES OF MEETING OF BUILDING MAINTENANCE COMMITTEE
September 14th, 2021
At Town Offices

Members Present: Red Muir, Carl Cole, Craig Bunten, Jean Richardson, Rick Kerschner.
Guests: Ashley LaFlam

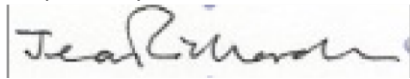
1. Following Public Notice, the meeting was called to order by Red at 6:00 pm
2. Minutes of August 31 were approved as previously distributed, on MOTION of Jean seconded by Carl. All in favor.
3. Motion to Amend Agenda to move item 10 to Item 4. Motion of Jean, seconded by Rick. All in favor. 4. **Draft Memorandum of Understanding between Town of Ferrisburgh and Friends of UMH.** The purpose of the memo is to ensure that there are clear and mutually acceptable procedures in place for the development of contracts for work on the UMH, and the necessary periodic transfer of funds from Friends to the Town. This draft was circulated to the committee prior to the meeting. Discussion: Ashley asked about why Friends would need an audit. The Town is fully audited, but typically non profits handling large amounts of money are audited by a licensed auditor once a year. Such audits relate to verification of policies and procedures in place to ensure correct oversight of all aspects of the organization especially as related to fiscal responsibility etc. Ashley will discuss this with Friend's attorney. Jean will get name of Town Auditor for Friends. The committee asked that the draft memo be officially passed on to Friends who will incorporate language into the next version of the document. Their lawyer will review it and get it back to the Building Committee. At which point it would be good for the Town Treasurer to review it so it is clear from her perspective, prior to going to Selectboard and then Town Attorney. Red reminded everyone that we need to move quickly on this as we need to get contracts lined up as soon as possible because Friends has deadlines for grant spending.
5. **UMH Steeple:** Craig reports good progress. On schedule. Hope to get steeple back up by Ferrisburgh Day. Discussion of traffic flow if it is still on the ground on Ferrisburgh Day. Discussion of traffic controls that day- Chris Campbell has times and locations and as soon as we have brochure for Ferrisburgh Day this will go to Chris for the traffic control.
6. **UMH Bathroom:** Doors hung. Need only new grab bar, mirror, paper towel holder etc. **Red will finalize**
7. **UMH Scaffolding:** One more to be wrapped. Looks good. **Red will finish.**
8. **UMH insulation:** **Miles will remove rest of insulation before Ferrisburgh Day.**
9. **Town Hall Painting:** Looks really good. Starting on south side now. On track.
10. **Town Hall Slate:** Slate should be replaced next week. **Carl tracking this.**
11. **UMH Front Doors:** **Red will get locks installed**
12. **UMH Septic:** Committee will look into potential to tie in with the Town/School system which has plenty of capacity. **Carl will follow up in late Fall.**
13. **Pumping Septic:** Red will get estimates and schedule for 2022
14. **Town Hall Sound system:** Discussion of need for modern sound system. Jean will check on transfer of funds from Friends of Grange Hall, and check with Pam as to present temporary system. Rick envisages cameras and a TV type screen on wall behind conference table. Discussed expertise needed.

Red will check with Cara about getting some guidance.

New Business:

15. **Building Committee Budget:** Began discussion of future anticipated expenses. We agreed to devote the October 12 meeting to listing present and future expenses for all buildings in Town. **Jean will ask for present budget planning information from John and Bill about their buildings.**
16. **Photographs of work being conducted:** Rick asks that we have Pam create a Town electronic file for keeping photos of repair work on all buildings for use in grants and reports. **Jean will meet with Pam.**
17. **Town Hall Broken window casement.** A section of wood has split and broken along the lower window on the north wall behind conference table. **Craig volunteered to fix it.**
18. **UMH Donation information:** Ashley requests that the committee provide details of the value of inkind donations by Silas, Joe and Kurt for work and materials on the UMH.
19. **Next Meeting: Tuesday September 28, at 6:00 pm.** At Town Offices. Jean and Laurie will Post.
20. Meeting Adjourned: on Motion of Jean, seconded by Carl at 6.50pm

Respectfully Submitted

A handwritten signature in black ink, appearing to read "Jean Richardson", enclosed within a thin black rectangular border.

Jean Richardson