

Approved
April 11, 2024

Mallett Hall Building & Grounds Committee
MINUTES / January 23, 2024

Present: Doris Blackstone, Cuyler Feagles, Kathy Hogue, Robin Morin, Jan Pieter van Voorst van Beest, Marie Wendt

Excused: Alice Kirkpatrick

1. Jan Pieter called the meeting to order, 6:30pm.
2. September 21, 2023, minutes were approved as written.
3. Welcome to our new member, Cuyler Feagles!
4. Members reviewed the new committee charge that was approved by the Select Board on January 8, 2024. Jan Pieter reported that it was agreed that the Chair will meet with our Town Administrator monthly to keep communications open between office and committee. Kathy noted that this committee needs to meet more than twice a year – it was suggested that we meet quarterly.
5. Jan Pieter reviewed capital cost items that will be presented to the Capital Improvement Planning Committee on January 31 as follows:

Item	Current Replacement Cost	Year In Service	Estimated Service Life
Elevator Software/Sensors	\$65,500	2023	25 years
Mallett Hall Generator	8,000	2016	20 years
Parking Lot / Replacement*	68,138.30	2022	?
Parking Lot / Repaving	15,000	2022	15 years
Roof, original building & east side of addition	24,000	2020	25 years
Boiler	20,000	2024	20 years
Computers, Data Transfer, Hardware, Software	21,000	2024	10 years
Sound System & AV Equipment	42,345.46	2023	20 years
Acoustic materials in DeWitt Room	15,781	2023	40 yaes

**The parking lot service life is based on estimated time repaving (not replacement) might be needed. This may be considered a maintenance item not a capital improvement.*

The question was asked if the Sound System and AV equipment costs included any needed software?

6. The need for a maintenance person for Mallett Hall was discussed. Our Town Administrator has suggested that money be allocated in the budget to pay a maintenance person an hourly rate for on-call services and for any materials needed to be purchased. We will try this approach for one year to see how that will work.

7. Jan Pieter has stepped down as Chair of this committee. It was moved and 2nd to nominate Kathy Hogue as chair of the Mallett Hall Building and Grounds Committee. All voted in favor. Kathy will also take on the secretarial duties.
8. Other business: Some upcoming projects to be scheduled, explored and discussed further include:
 - a. The dormer on the addition leaks and will need to be repaired. A lift will be needed to do this. Craig Vosmus has agreed to do the work sometime this summer.
 - b. The Mallett Hall sign needs some boards to be replaced and to be painted.
 - c. In the Voting Room, edge boards on raised side platforms need to be replaced.
 - d. Creosote has leaked down the walls in the Stage Room during the last big rain storm. Those 2 chimneys will need to be looked at again – maybe new flashing? The walls will need to be cleaned and maybe paint touch up.
 - e. It was reported that the right-hand outlet on the stage sparks a bit when plugged in. Kathy will report this to Becky first thing tomorrow!
 - f. Renovation of 2 offices off the Voting Room is a priority. We need offices for the additional staff we now have. Flooring and heat will be 2 priorities. Also, the large safe will need to be removed. Maybe some painting. Becky is looking in to a grant to put in heat pumps.
 - g. Renovating the janitors' closet to provide more storage space for office supplies.

Meeting Adjourned, 8:00pm

Respectfully submitted,
Kathleen A. Hogue