

Mallett Hall Building & Grounds Committee
MINUTES / April 11, 2024

Present: Doris Blackstone, Cuyler Feagles, Kathy Hogue, Alice Kirkpatrick, Robin Hodsdon Morin, Jan Pieter van Voorst van Beest

Excused: Marie Wendt

Guests: Dick Hogue / Town Maintenance & Matt Nielson / Road Commissioner

1. The meeting was called to order at 9:00am.
2. January 23, 2024 minutes were approved as written.
3. Kathy provided the committee with copies of the proposed town meeting warrant articles for the Mallett Hall budget line for review.
4. Kathy reviewed the Projects Report with the committee. Many projects have been completed, projects still outstanding include:
 - a. Mallett Hall sign needs some repairs and paint.
 - b. New flooring to be put down in 2 offices off the voting room (sub-contracted). These 2 offices may also need to be repainted.
 - i. Kathy noted that the Select Board, at a recent meeting, has voted to use the remaining ARPA Grant funds for the renovations in Mallett Hall. Our TA will be looking at extending internet access to these offices and installing heat pumps using some of the ARPA funds. The committee would like to be involved in the process of choosing the heat pumps. Cuyler suggested that there is another more inexpensive system called mini split system that might be a good option. They run independently and are used to heat smaller spaces, not whole buildings.
 - c. South side exterior of building will be painted this fall (sub-contracted).
 - d. Platform repairs in Voting Room.
 - e. Dormer repair – retrim and seal. It was noted/corrected that it was Dick Hogue and Matt Nielsen who inspected the dormer, not Jan Pieter. They reported that there did not appear to be any rotting inside the dormer, just outside. The leaking was coming from an open window, which they closed. Craig Vosmus will be renting a lift to do some steeple work at the church this year, and he has offered to take that opportunity to do the repairs on the dormer, as well.
5. It was discussed that the committee meet in the early evenings, rather than mornings to accommodate work schedules. It looks like Tuesdays will work.
6. Other – Kathy reviewed the following with the committee:
 - a. Electronic sign / RFP: Our Town Administrator has requested proposals for an outdoor electronic sign for Mallett Hall. The focus is a simple, nice-looking sign, changeable electronically, no back lighting. She has received 2 inquiries and

expects to receive proposals soon. Alice asked if our committee could be involved in reviewing the proposals? Kathy will notify TA about this request.

- b. Pownal Pride Day is April 20 – metals collection to be from 7:00am – 3:30pm. There are old metal voting booths that will be recycled and some other items resulting from cleaning the offices that will be put out for “free” on that day.
 - c. North Pownal Community Club: There will be a town meeting warrant article asking if the Town will vote to allow the Select Board to explore the option to buy the NP Community Club. There will be several aspects of this to look at including any repairs, future maintenance and heating costs, etc. before the Board can make a decision. If they do decide to purchase this building for the Town, it would be for \$1. If the Town does end up owning this building, our committee would most likely add this to their charge/responsibilities.
 - d. Gardens: We will need compost on the gardens this year – Kathy will check with TA about the budget for this. Alice has offered to email a garden maintenance schedule to everyone.
7. Interior and exterior inspection – the following was noted:

INSIDE

- i. Touch up paint to chipped areas on some of the posts in Voting Room
- ii. Cracked boards on raised platforms in Voting Room to be repaired
- iii. Front door – a gasket seal on the inside to cut down drafts.
- iv. Chandelier hanging in front stairway foyer – the glass shade has been broken for years – not sure where to get a replacement which is probably the reason it has never been repaired.
- v. Sheetrock crack in ceiling of stage.
- vi. Remove copper pipe from wall in small room of Stage Room
- vii. DeWitt Room – the wall behind the elevator shaft has some stains?
- viii. Find out if picture rails in the DeWitt Room can still be used now that the sound panels have been installed.
- ix. Clean and properly store 40+ blankets stored in basement closets.
- x. Vault: Install another shelving unit. Move metal survey case now in office off Voting Room to be placed on top of map cabinet. Kathy will work with Becky to clean off top. Cuyler suggested a piece of plywood be cut to fit the top of the map case before putting the other one on top.

OUTSIDE

- i. Small basement vents need some of their hinges replaced.
- ii. On the side where the town office entrance is, a crack in a clapboard.
- iii. Some green mold located on side of hall where the meters are located needs to be cleaned.
- iv. On that same side, some trim boards need paint.
- v. Matt will be taking care of any tree work by the bottle building and sand shed that occurred from storm damage.
- vi. Tree branch resting on roof of Hearse House due to recent storm.
- vii. The Bottle shed has some rotted trim boards and the door looks in tough shape. In addition, it could use a coat of paint.

The meeting was adjourned at 10:45am.

Respectfully submitted,
Kathleen Hogue / Chair