Windham Community Meeting House

November 4, 2019

Inaugural Committee Meeting

Present:

Louise Johnson, Chair

Russ Cumming, Secretary

Dawn Bower, Committee Member

Tom Widger

Christine Dunkel

The Inaugural meeting was called to order at 11:30 AM.

Louise Johnson was nominated as Chairperson by Russ Cumming and seconded by Dawn Bower, unanimously elected.

Dawn Bower nominated Russ Cumming as Secretary and was seconded by Tom Widger, unanimously elected.

Louise suggested we meet weekly for the first few months to get organized and to refine the policy and procedures for the use of the Meeting House and to prepare documents for the Selectboard’s (SB) approval.

Dawn distributed an e-mail from Robert Fisher, the Town’s Attorney, to Kord Scott, Selectman, concerning the transition of the ownership of the building into the Town’s complete ownership. Within the email is the notation that the SB may wish to make a motion: *“ I move that the Board accept the full title to the Meetinghouse via a Warranty Deed from the Windham Congregational Church at a closing, the date to be determined.”* We will bring this item to the SB’s attention later this month.

The Committee agreed to use the Church’s permission documents until the Warranty Deed is executed. The committee will develop and submit their documents to the SB to be used after the Warranty Deed is executed.

Louise suggested we ask the Fire Marshal to inspect the facility and make a list of items that may need to be addressed for safety. Occupancy of the first and second floors is of concern. Also the inward swing of some exit doors may need to be addressed. Fire extinguishers and signage may also need attention. Russ volunteered to contact the Fire Marshal.

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A brief discussion of usage fees and documents resulted in Tom offering some additional ideas from the “Plainfield Vermont Town Hall Rental Policy” which we will review and consider as we develop our own documents at a later meeting.

Louise expressed an interest in developing a flyer to promote the WCMH and a web presence to promote the use of the facility by the surrounding communities. She will outline content items and a theme that we may expand upon at a later meeting.

We completed a tour of the facility and noted the need for some work, some of which may be completed by volunteer labor.

1. The ceiling in the second floor needs repair and paint.
2. Debris may need to be removed from the second floor balcony.
3. The lock on the north side kitchen door may need to be replaced.
4. A window in the kitchen may need repairs.
5. The pass-thru window may need some glue to repair.
6. The dishwasher may need to be replaced with a commercial unit \*
7. Redesigning the kitchen wash area to be more efficient\*

\* A long-term objective

Meeting adjourned at 12:30 p.m.

Respectfully submitted

Russ Cumming, Secretary