Windham Meeting House Transition Committee

May 20, 2019 Meeting Minutes

Members present: Dawn Bower, Russ Cumming, John Hoover, Louise Johnson, Tom Johnson, Keith Jungermann- Alternate, Peter Newton, Kathy Scott-Alternate, Kord Scott

Also present: Ernest Friedli

Called to order at 5:03 PM

Dawn B. asked for a review of the April 22 minutes. A motion to accept was offered by Kord S. and seconded by Tom J. Passed

Old Business:

Kathy S. noted the Town’s accountant, Don Devlin, was looking into the process of renewing the 501C 3 status of The Friends of the Meeting House (“Friends”).

Russ C. noted he asked Edward Brown if he would like to be a member of the “Friends”, and Ed said yes. Russ C. is also interested in volunteering for the “Friends”. Additional members will be sought by Dawn B. who be writing an article for the next issue of *News & Notes* seeking new members to the “Friends”.

During the April 22nd meeting, Kathy S. had suggested the June 30th date for notifying the Select Board (SB) of our recommendation. It was unanimously agreed that we notify the SB after our June meeting. The Committee felt it was important to give the SB time to start the process in a timely manner. Our recommendation, to be finalized at our next meeting, will include enough information on the costs associated with the takeover to be included in the Town’s 2020 budget. Kord S. will contact Bob Fisher, the Town’s Atty., with a heads-up on our recommendation so he may begin the process of preparing the documents. Dawn B. will also give Dave Crittenden a shout so he is on the same page as the committee.

As a result of the above, we discussed a method to alert Town residents of our pending recommendation. Louise J. offered to write an article for the next *News & Notes* outlining the Committee’s pending recommendation and ask for comments. Russ C. will provide Louise with some financial information concerning the impact of the move on our annual tax bills, based on the Committee’s estimated costs.

Kathy S. and Kord S. each contributed to the discussion of notifying the Town’s Insurance carrier of the need to have a reasonable estimate for the additional premium to cover the Meeting House Property insurance. It will be needed for the Town’s budget process this fall.

Once the Meeting House is absorbed into the Town’s ownership, a schedule of “Use Fees” will likely need to be developed. Use agreements, terms and conditions of use, security deposits, and procedures will need to be documented and maintained. Keith J. offered to collect sample documents from other towns like Williamsville and Landgrove to share with the committee at our next meeting.

Dawn B. indicated she would continue the discussion with John and Elizabeth Stevens concerning their efforts to research the ownership of the Meeting House and their costs associated with the process.

Part of the Meeting House Transition Committee’s recommendation to the SB will be to establish a Commission/Board to be responsible for scheduling reservations of The Meeting House. A calendar has been created by the Meeting House Transition Committee on *Google* and will be shared with all members of this committee, the SB members, the Town’s Web Master, Town office and Ginny C. for the Church congregation. See the URL copied below.

<https://calendar.google.com/calendar/r/settings/calendar/ODkwMzluMThkNnU4cWdidmV0amRzMWVocjRAZ3JvdXAuY2FsZW5kYXIuZ29vZ2xlLmNvbQ>

Ernest F. requested an accounting of the funds he turned over to the Church’s treasurer several years ago and is seeking an audit of where the funds were spent over the last 5 to 10 years. Dawn B. indicated she would seek that information.

Our next meeting will be at 5PM on June 3rd at the Town Office meeting room.

A motion to adjourn at 6:17 pm was offered by Dawn and seconded by John H. Passed.

Respectfully submitted

Russ Cumming, Secretary