

## **BROOKLINE MEETINGHOUSE COMMITTEE**

### **DRAFT MINUTES**

Meeting Date: Monday, June 5, 2023, 5:00 PM @ BMH

Members present: Lee Anne Parker, Dan Towler, Kerry Bourne, Julia Duke, Stuart Duke, Dot Maggio.

Members of the public: Jon Ballou, Vanessa Ballou

LAP brought the meeting to order at 5:05 PM.

LAP moved to approve without amendment minutes of our 4/3/23 meeting, JD second, all were in favor.

LAP moved also to approve w/o amendment minutes of our 4/13/23 meeting, JD second, all were in favor.

LAP moved to approve without amendment minutes of our 5/8/23 meeting, DM second, all were in favor.

LAP moved to approve w/o amendment minutes of our 5/15/23 meeting, DM second, all were in favor.

A local couple is getting married in the BMH on Saturday, June 17. Leftover plants from the plant sale will be removed and the building left as clean and tidy as possible.

Dot reviewed the **Town's purchase policy** for members. Any purchase over \$2,500 has to go out to bid. Any purchase or expense between 0 and \$2,500 has to go before the Select Board for approval prior to the purchase being made or the work being ordered.

BMH Committee has inadvertently skirted those rules recently in the interest of getting things done in a timely manner. We will make every effort to adhere to official policy in the future.

The Committee agreed to **purchase a new refrigerator/freezer** at our 5/15/23 meeting.

Stuart moved to request authorization to purchase a Whirlpool refrigerator/freezer from All Around Appliance Services of Brattleboro for a sale price of \$1,600 plus \$150 for delivery, setup, and removal of an existing refrigerator, for a total purchase price of \$1,750. Julia seconded the motion, all were in favor.

It is our understanding that **rental of a portable toilet** for the Town Party from Rich Earth Institute for \$175 has already been approved. It will be delivered to BMH on Friday, July 21.

Kerry will furnish the Town (in addition to VDHP) with required documentation of insurance ASAP, with regard to the **foundation work** to be done this summer.

There was discussion of the need for a vapor barrier under the vestry, and whether the time to put one in would be during the construction of a new foundation. Jon Saccoccio will be consulted for his opinion.

RFP for the **painting of the bell tower** will be updated and published ASAP.

Whether the front doors of the BMH can be included in the job will be investigated.

LAP reviewed her concept for a "**gratitude**" **plaque to honor major donors**, to hang in the foyer of the BMH. Inclusion on the list will be limited to those who have contributed at least \$5,000. LA has been in discussion with Lotus Graphics about a design, with names easily added. Stuart will research appropriate wording. Julia moved to approve purchase of the plaque for an amount not to exceed \$200, LA second, all were in favor.

Dan reviewed options for a bronze **plaque denoting National Register status** for the BMH. Possible sizes and possible wording were discussed, along with whether to apply for a grant from the William G. Pomeroy Foundation as Athens did for theirs. It was decided to order a simple plaque with standard wording from Erie Landmark Co. of PA. A standard 11" X 8" plaque would cost \$166 + \$33 for shipping...

## **BMH Committee minutes 6/5/23 (continued)**

...and wouldn't take long to get here, so could be mounted in plenty of time for our July Town party. Julia moved to approve the purchase of a plaque from Erie Landmark, LAP second, all were in favor. Dot said the Town would likely be purchasing a similar one for the Round Schoolhouse.

Results of the **May 27 plant sale** were reviewed, with a total of \$1,903 having been brought in from sale of plants. Lee Anne and Julia coordinated a very successful sale.

**Jon Saccoccio** of JAS Workshop, whose services have been retained to do a conditions assessment and a "five-year plan" for the next phase of renovations, thanks to a grant from the Preservation Trust of Vermont, visited the BMH on May 24 from 10:00 to about 11:30 AM. Lee Anne, Dan, Stuart, and Bruce Mello showed Mr. Saccoccio around the building and familiarized him with building issues and needs and our long-term goals for the building. He will contact us with his preliminary findings and ideas in the near future.

**11 storm windows**, which were ordered from Allied Window of Cincinnati to protect the restored historic windows on the brick portion of the building, arrived on Friday, June 2.

Kerry was on hand with his assistant, Robert, prepared to receive delivery of the windows and get them up on the building as quickly as possible. DT was present to meet the truck and help with the installation as well. The truck arrived at 10:30 AM and all 11 windows were installed by 4:00 PM. All have agreed that they look fantastic. The total cost of these windows – including delivery – was \$6,136, of which \$2,045 (1/3) has been paid. The remaining balance of \$4,091 will be invoiced to the Town and come out of the BMH Restoration Fund.

Screens were ordered and received for the 6 windows on the sides of the building. We may decide to order screens for some or all of the 5 windows on the front of the building as well.

This will be decided once we find out how easy they are to put in and take out.

Kerry will submit a bill to the town for his labor installing the windows.

A few details regarding **planning for the Town Party** were discussed. Stuart volunteered to assist Howard Cutler's sound engineer with electrical needs. Gary Lavorgna offered to make a bench to be raffled, and to assist in other ways also.

It was noted that Kerry oversaw the removal of a large branch which had broken off and was dangling from a tree behind the BMH, and had also moved a large dirt pile, cut down a lot of invasive buckthorn, etc. in an effort to clear a larger area for people to spread out on July 22.

It was also noted that **poison ivy** which is extremely well-established and is spreading rapidly, will have to be either removed, killed, and/or signs placed warning of its location prior to the town party.

The next meeting to move party planning forward was set for **Monday, June 12 at 5:00 PM**. Meeting adjourned @ 6:40 PM.

Respectfully submitted,  
Daniel Towler

