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Town of Huntington — Town Hall Committee Meeting

Thursday, September 29, 2016
 Huntington Town Office/Town Hall

APPROVED MINUTES

<p>Agenda</p>	<ul style="list-style-type: none"> • Approval of last month's minutes • Business use and operation • Status of current renovation work and contracts • New and upcoming projects and funding • Other business • Building use and operation (TO BE FIRST ON AGENDA PENDING APPROVAL) • Status of current renovation work and contracts • Heating system/thermostats • Misc. projects • New & upcoming renovation projects & funding • Structural/Interior funding package & project components (see preliminary budget work by Barbara F) • Other business • 2017-18 Budget • Rental Agreement- finalization • Upcoming and Other Business • Facebook and Web Promotion
<p>Members present:</p>	<p>Aaron Worthley (chair), Mariah Riggs, Terry Boyle, Barbara Felitti , Linda Fickbolm</p>
<p>Others present</p>	<p>None</p>
<p>Call to order</p>	<p>The meeting was called to order at 7:07 pm</p>
<p>MOTION: APPROVAL OF MINUTES</p>	<ul style="list-style-type: none"> • Barbara moved and Mariah seconded to approve minutes of the August, 2016 Town Hall Committee as amended. Passed unanimously.
<p>Building Use and Operation</p>	<p>Chair update:</p> <ul style="list-style-type: none"> • Terry and Barbara sorted and organized the chairs. 25 came back from the library and there are 85 in good condition upstairs. There are 40+ broken ones, some are easy fixes and some can be used for parts. • Decided on selling repairable chairs as a fundraiser, to announce on FPF as an event on Sat or Sunday Nov 5th or 6th. • Terry will look at pricing. • We will include the kids chairs, if the kids chairs do not sell they can go out with a free sign afterwards. <p>Dance Event:</p> <ul style="list-style-type: none"> • Linda reported that the dance did really well as a first time event and reported that they had 30 people. • The event wrapped up by 11pm, which is the end time for all events at the Town Hall.

	<ul style="list-style-type: none"> • Parking worked out OK, with drop off only in front of the building. • The sign placards are too heavy for one person to manage. We need an alternative and can return the heavy wood ones to the Town. • The organizers plan on coming back, doing a website and FPF promotion. <p>2017 Budget Review:</p> <ul style="list-style-type: none"> • Needs a line for Heating –Heating should be at \$2000. • Phone added to purchased services. • Elevator maintenance – There are annual inspections. We should also have routine checks. Decided that given the limited use of the lift so far, to have the checks done every three years. We can re-visit this if use increases. • Supplies expense should be increased to \$200 for paper products • Need to add projected income from usage/rental fees. Right now projecting \$1270 or the upcoming year. There is an issue of how the usage income is shown. Usage income will offset the increased operating expense of the Town Hall, but if the income is not shown with the budget, it looks like the Town Hall is requesting more money from the Town. Aaron will discuss this with the Town. • Aaron will submit the budget to SB
<p>Other Business</p>	<ul style="list-style-type: none"> • Promotion: discussed creating a Facebook page and a Google calendar with links to the Town Hall section of the Town. Linda and Aaron can share admin duties on Facebook, but anyone can post. Linda will also manage the Google calendar and Barbara can help. Aaron will talk to Town about links once they are set up. • Rental Agreement <ul style="list-style-type: none"> – Changes: <ul style="list-style-type: none"> ○ Long-term events will require a replacement deposit check every six months. Aaron will add this to the rental agreement. ○ Location of port-o-let to be southwest corner, not north side. – Linda needs to check with Kathleen and Heidi about paperwork for TH events – how rental agreements are filed, deposit checks, etc. • Site plan review with DRB – Aaron debriefed that all conditions discussed were okay. There is a limit of 120 people before port-o-let is required, but we may use 100. DRB was flexible on pedestrian safety measures so we can test what will work best. Traffic cones worked well for the dance. • Outside light – need way to keep it on during an evening event and also have a timer for when people are locking up. Aaron will research options. • Selectboard will hold volunteer appreciation night on October 26th, upstairs at the Town Hall.
<p>Status of Current Renovation Work and Contracts</p>	<ul style="list-style-type: none"> • Discussed putting in thermostats. Decided to have Patterson do work for two-zone relay. Patterson will be back on 11th. • Aaron moved Wi-Fi and put out spikes to repel pigeons. • Aaron installed and Terry stained heating vent covers. • New Leaf has not been back yet to finish insulation work. They need to

	<p>make covers flush to wall.</p> <ul style="list-style-type: none"> • Aaron took out screens to close windows. Will work on putting in storms in October. • Preservation Trust walk-through with Terry was recorded by Megan Campbell. There will need to be an inspection each year. Barbara will write to Meg to clarify that the decking in the front was done before the VHCB easement. Work since the easement was done boiler, asbestos and insulation (in 2016) and roof in 2015. • Discussion of the next funding package put off to next meeting. Next phase work should include adding extra bathroom and pressure tank to pump to leach field.
MOTION: ADJOURNMENT	<ul style="list-style-type: none"> • Linda moved and Barbara seconded to adjourn the meeting at 9:15 PM
	<ul style="list-style-type: none"> • Minutes prepared by Mariah Riggs and Barbara Felitti • Next regular Town Hall Committee meeting: Oct 27, 2016 • Next meeting clerk: Linda Fickbohm