**ATHENS COMMUNITY CENTER ADVISORY COMMITTEE**

**Draft of Minutes of October 7, 2021 meeting**

. The meeting was **called to order** by chairperson Sandi Capponcelli at 6:33PM. Present were Sandi, Matt Shea, Tim Stevenson, Dennis Mirante and David Bemis, committee members. Also present was Don Capponcelli.

. **The minutes of Sept. 2, 2021** were approved without any additions or corrections (Dave Bemis moved to accept; seconded by Matt Shea. Carried to a vote and passed.)

**. Review of building physical needs**- Don, Matt Shea, Dennis Mirante and Kelsey Birch made observations of needed repairs, large and small, during the Sept. 18’th work day. Don presented a spreadsheet listing different areas of the building, with a prioritization of repairs or changes needed in each area. While the list is preliminary, there were no additions to Don’s list or differing observations offered by the committee. A cost column will be filled-in as the list continues to be developed. Don also identified some projects that could be done with volunteer labor.

* Priority 1 items included attention to the western bank of the south side basement-level windows being nearly disintegrated by rot. Don will compare costs of replacing the windows with identically-sized sashes vs. a smaller quantity of longer length sashes. A thank-you goes out to Russ Brown for blocking an area where glass had broken out of one of the sashes. Matt Shea suggested that for the time-being the bank of windows could be blocked-in with foam board insulation.
* On both levels lit exit signs are lacking, fire extinguishers need servicing, and a review of the existing heat detectors is needed (Do we need to add smoke or carbon monoxide detectors in any areas?). Doors to both stairwell and boiler room need adjustment.
* Priority 1 items with regard to the entrance ramp are the addition of handgrip rails and the re-fastening of loose top deck boards.
* The main level ADA restroom and access corridor are outdated. Toilet area grab bars need to be set to a new height. The sink is located within the turn space for the toilet and needs to be relocated to the southwest corner of the room and fitted with either sink trap insulation or a protective shroud for the sink trap. An angled ADA-compliant mirror is needed. The hallway approaching the rest room is too narrow to provide proper door clearances, and an automatic door closer and levered privacy lock are needed for the door. There was committee discussion around the possibility of the northeast rest room being eliminated in order to widen the access to the ADA rest room door.
* Don is to look at the condition of the rubber (or neoprene) washers on the 40-year-old exposed roof fasteners on the roof of the building to see if replacement of the fasteners is warranted. If so, Don will get pricing from local roof contractors.

**. Vermont Dept. of Public Safety form –** Don reviewed a draft of the “Change of use or Ownership Inspection Request” form that needs to be filed with the Vt. Division of Fire Safety. According to the generic “use classifications” that are part of the State-adopted building code, the Town of Athens, having acquired the building from the Athens School District, needs a change of use classification from “educational” to “business.” David Bemis argued that the Town of Athens has always been the owner of the building, with the school district and municipal district being two different divisions of the same entity. David further argued that in both divisions “Town government use” has been the same. Don was asked to see if there were alternate means to fill out that section of the form.

**. Date of the Donation Tag Sale** was set for Saturday, October 23 from 9AM to noon. Setup date for the event will be on the previous Saturday, October 16 at 9AM. All committee members, if possible, are needed on setup day, and at least 3 members are needed at the donation tag sale. Discussion around free advertising for the tag sale included the Athenian, Facebook Marketplace and the Front Porch Forum.

**. Fund-Raising Subcommittee –** Tim Stevenson, recognizing various e-mail and Facebook expressions of concern about the costs of renovating and/or altering the building, proposed the formation of a subcommittee to look into the availability of grants. Dave Bemis added that the Committee should make it clear to the townspeople that grants would be essential for any major work to be done to the building.

* Tim Stevenson and Dennis Mirante, along with Don Capponcelli were designated as the point people to meet with grant writers at their locations during business hours. Gary Fox and Chris Campany were mentioned as early contacts that would help identify grant sources.
* There may be some merit to combining grant requests and resources with Grafton and/or other towns to make our area more competitive with larger municipality grant requests.
* The whole committee is to be involved identifying projects that would need grant funding.

**. Other business** – The Committee wishes to thank Matt Perry and Eugene Bills for the work of clearing brush from the bank along the north of the property and from the northeast corner of the building. Matt and Eugene will return to probe for the location of the septic tank to the northeast of the building.

**. (Date of next meeting** – Thursday, Nov. 4, 2021 at the former Athens Elementary School building, unless otherwise warned.) Tim Stevenson moved to adjourn at 7:20PM, seconded by Dennis Mirante.

Respectfully submitted,

Donald Capponcelli