

Town of Arrowsic
Properties Committee
Minutes of the Meeting
March 16, 2021

Present: Jack Carr, Andrea Galuza, Kevin Kauffunger, Michael Kreindler, Malcolm Persen, Sheila Spear

Absent:

1. Malcolm called the meeting to order at 6:10 pm (EST) by Zoom conference.
2. Malcolm reviewed the major items from the Committee's 5-year plan that are listed for the coming '21-'22 fiscal year:
 - a. The largest single item was installing a vapor barrier in the Town Hall basement.
 - b. Also under consideration was further work to Fire Station parking lot and potentially working with the Road Commission to pave Stafford Lane.
 - c. Other smaller concerns included straightening out the file cabinets in Town Hall, eliminating scratches on the Town Hall floor, repairing the Town Hall basement door, repairing the hole in the wall at the Fire Station.
3. The Committee decided that it should pursue planning on all these projects so as to be ready if/when contractors and budget becomes available.
4. Malcolm agreed to take on preparation of the Properties Annual Report for the Town Report and budget requests for Town Meeting. He indicated that the budget requests would be identical to last year's requests: \$5,000 for the current maintenance budget and \$7,750 for the capital fund (from undesignated reserves).
5. Jack agreed that he would review the current maintenance understandings with Seawall for the Fire Station and Town Hall propane heating systems.
6. The meeting was adjourned at 7:30 pm.

Respectfully submitted,

Malcolm Persen
Committee Chair