

Draft

ST. MARGARET'S COMMITTEE

Minutes of meeting
April 26, 2011

Members present: Chairman Paul Fredricks, Linda Keeling, Kathy Douris, Rosemarie Zengen, Michael Brown

Guests: liaison Councilman Harry Colgan, grant coordinator Paula Schoonmaker

Chairman Paul Fredricks called the meeting to order at 4 P.M.

MINUTES OF THE MARCH 22, 2011 MEETING: Linda Keeling noted as a correction after BUDGET that Chairman needs an "r." Also under BUDGET, Linda said that in the second paragraph where she asked about the cost of mowing, she would add that John Kuhn said that two Recreation Park employees worked for \$15 per hour, and most likely no one would do it cheaper. Linda agreed to the use of Recreation Park employees. On page 2 under ROOF RESTORATION, Linda said that the St. Margaret's Committee should have access to the Structures Report, if there is one. Linda asked for page numbers, and also asked that motions be put in separate paragraphs in italics. Paul asked if that would be for future minutes; Linda Keeling said yes. Rosemarie Zengen added that she would like to see it for the March 22 minutes, as the motions were very important. The minutes were approved as amended, with a motion made by Rosemarie Zengen and seconded by Linda Keeling.

RESTORATION GRANTS REPORT: Paula Schoonmaker reported on her work for coordinating the two restoration grants. She said that she had done a lot of paper pushing. After the bids were opened on February 28, 2011, Paula separated and ranked them for each project from lowest to highest bid. She used the American Institute of Architects (AIA) draft contract forms to set up 5 contracts, as there were different low bidders for project 4, Carpentry part A and part B. Then Town Attorney Chris Chale informed Paula that since 4 projects were put out for bid, she could not separate them into 5 contracts. Paula reworked the contracts to reflect 4 projects: Masonry, Roof removal/asbestos abatement, Roof installation and Carpentry part A (rafter ends and gutters) and part B (skylight, fascia, soffits and trim). All the draft contracts for the low bidders have been sent to Architect Stephen Tilly's office and Paula hopes that they will be returned on Wednesday. She noted that the tentative schedule is to have a pre-construction meeting Thursday, May 7, 2011 with all the contractors, to get insurance information and signed contracts. At that point, advisor Doug Strawinski will talk with the contractors about coordinating the work. Paula reported that the Construction group met on Monday April 25 to discuss fencing, caution signs and porta-potties.

Because the bids came in so high, Paula has had to go to the Community Capital Assistance Program (CCAP grant from Senator Saland) to have money for the porch roof allocated to work on the main roof. Paul Fredricks asked if that meant that there is no money for the porch roof. Councilman Harry Colgan answered that there is still is money in the other grant. Rosemarie Zengen asked Paula how the grants and bid costs break down. Paula explained that the roof work will use all of the CCAP grant of \$90,000. The drawings have cost \$8,500, and \$81,500 will go

towards the roof restoration. The total cost of the work for the main roof is \$97,000, and the remaining \$15,500 will have to come from the Environmental Protection Fund (EPF) grant. Paula added that the Architect and the Town Board will have to get together to discuss priorities for the second phase, as the EPF grant will not cover everything needed.

Kathy Douris asked which bids were opened on Good Friday. Paula Schoonmaker and Councilman Harry Colgan explained the complications of the reorganization of the 4 contracts and the separation of grant monies, and noted that the bids were awarded to the lowest bidders in each of the 4 projects. The Town Board had approved the low bids when the contracts were divided into 5 parts, but the Town Attorney had advised that the bids had been requested as 4 projects, and project 4 for carpentry could not be separated, even though the two parts had two different low bidders. The two parts were added together for the project, and the total used for the low bid.

Michael Brown asked what time frame has been set for the roof restoration. Paula Schoonmaker replied that the job needs to be completed in 90 days, but there is no penalty clause. Linda Keeling asked if there would be photos as the work progressed. Paula replied that the contractors are supposed to take them as a part of the contract, but she will also take some. Linda asked if there would be a press release noting that work is being done; Paula said there would be one once work is started.

Kathy Douris noted that once the construction fence goes up other people must be kept off the property. She expressed concern that there are people from the flea market and Holy Cow that pass across the property or sit on the lawn. Paula Schoonmaker and Councilman Harry Colgan said that there will be construction fence and signs; if that is not sufficient, other measures will have to be considered. Rosemarie Zengen asked Kathy if she would be willing to occasionally go to the site to check and note progress. Kathy is willing, and Paula suggested that the best vantage point would be from Hannaford's parking lot. Michael added that there should be no comments to the contractor and crew.

Rosemarie Zengen asked when the contractors would be ready to start. Paula Schoonmaker replied that if the contracts are back, they will meet with contractors next week, and should have a better idea then. Rosemarie thanked Paula for coming to report to the Committee. Paula and Harry noted that the second phase will be another round of contracts months away, but will be simpler, as there will be only one grant to deal with, one administrating body to deal with, and one set of rules.

TREE REMOVAL: Paul Fredricks reported that the State Department of Transportation (DOT) will look at the trees in the highway right-of-way that need to be taken down. They will go this week to see if they are blooming before they take them down. Paul will try to talk the DOT into taking down the dead tree close to the garage, but it is quite far from the highway.

RECREATION PARK MEETING: Rosemarie asked Paula Schoonmaker if she would see John Kuhn, and if she would explain to him that she and Linda Keeling were too sick to attend the Recreation Park meeting as planned for April 11. Paula suggested that Rosemarie leave a note in his box or on his door.

ARBOR DAY: Paul Fredricks found a brochure on St. Margaret's and asked if the Committee had a box stored somewhere. Rosemarie Zengen thought that the brochures and the Hannaford

sign were left in St. Margaret's home after the Hardscrabble Day presentation; she would like them for Arbor Day. Paul will print some if they are not there.

Rosemarie Zengen reported on plans for Arbor Day, which is April 30, 2011. She asked Chairman Paul Fredricks if the Committee would have someone to man a booth. Kathy Douris and Paul will. They will use Michael Brown's sign. There are no funds and no tent; the Committee discussed having a donation box. Rosemarie listed the other items to do: get poles for the sign and find the brochures; Paul will get a table and chairs.

Councilman Harry Colgan said that the Committee needs to work on about ½ million dollars of fundraising. Rosemarie Zengen noted that Supervisor Sue Crane gave her two copper beech trees, one for the Tree Commission to raffle, and one for herself. Rosemarie offered to donate her tree to St. Margaret's Committee to raffle at Arbor Day. Paul Fredricks said that he did not think that there was enough time to prepare and promote a raffle for Saturday; he suggested planning for Apple Blossom Day.

Michael Brown asked if the Town would plan to sell St. Margaret's Home; if so, why is the Committee trying to raise money. Paul Fredricks answered that he didn't think so. The restriction of sale in the deed from Hannaford's is one of the reasons that the building appraisal came in so low. The Town is trying to have the restriction amended.

Kathy Douris said that she didn't see why the Committee wasn't doing a bake sale; she could make brownies. Harry said that the Committee needed more than raffles and bake sales to raise enough funds.

Rosemarie Zengen made a motion that Kathy Douris make her delicious desserts to sell for Arbor Day and get a donation box. Linda Keeling seconded the motion and all approved.

Rosemarie reported on other activities arranged for Arbor Day. She has arranged for Assemblyman Molinaro, County Legislator Traudt, Mayor Blundell and hopefully Supervisor Crane to make proclamations in support of Arbor Day and the Town Committees. There will be live music by Joe Tobin, food from Northwind Farms, Migliorelli Farms and Gigi Market for sale, and displays by the Tree Commission, 10% Challenge Committee and Hudson Valley Clean Energy. Paul Fredricks asked where the parking would be. Rosemarie replied that Branch Manager Ed Pruitt of Rhinebeck Savings Bank graciously offered the use of the bank parking lot, even though they are open at the time.

Rosemarie noted that Hannaford's Market is providing a brunch for Town Committee volunteers at the Town Hall. Kathy Douris thanked Rosemarie for all her work in organizing the activities, and Rosemarie thanked Kathy for heading the bake sale.

Susan Ellis suggested that the Committee would want to set up a separate account for the funds raised, so that they are specifically designated for St. Margaret's, and not rolled over into the Town General fund at the end of the year. Chairman Paul Fredrick's will work out the account with Bookkeeper Debbie Marks.

NEW BUSINESS: Paul Fredricks asked for any other items of new business and there were none.

OTHER OLD BUSINESS: Rosemarie Zengen noted that she was very pleased to hear Paula Schoonmaker and Councilman Harry Colgan talk about the caution signs to be put up. She has been concerned about snowmobilers having accidents. Paul Fredricks noted that for the construction, warning signs are required.

Rosemarie Zengen asked permission from the Committee to put out the Hannaford's tree sign. Hannaford's has missed the sign and asked if the Committee could put it out; Paul said that he could do that.

ADJOURNMENT: The meeting was adjourned at 4:55 P.M. with a motion made by Michael Brown and seconded by Rosemarie Zengen.

NEXT MEETING: Tuesday, May 24, 2011 at 4 P.M. at Town Hall

Respectfully Submitted,

Susan H. Ellis, Secretary