**Town of Addison**
**Facility Rental Committee**
**65 Route 17W**
**Addison, VT 05491**

**Meeting Minutes: Weds July 24, 2024**

**Committee members present: Geoff Nelson, Carrie Kauffman**

Susan Tribou was absent. Others Present: Peter Briggs and Levi Barrett

**Peter Briggs** called the meeting to order at 6:00pm asking for a roll call of members and introductions. (2 present, 1 absent).

It was decided there were to be no changes to the agenda.

**Geoff Nelson** made a motion to elect **Carrie Kauffman** as current secretary for the committee. Motion seconded by **Carrie Kauffman.** (2 in favor; 1 absent).

Reviewed communication protocols and standards of procedures for all members just as preliminary business for new members.

The meeting was opened to public comment.

**Levi Barrett** inquired to clarify current procedures for rental approvals for the building and what a future plan might be ie} responsibility to post vs warn votes and whether it applied to all tenants (Long-term only vs Day use). **Peter Briggs** clarified that the current procedures for rental require all rental applications to be posted publicly and warned to community whether for short-term or long-term use. Following, the community can object to potential usage if desired (need 5% of voters to petition) at which point it would be put to a community vote for final approval. Ideally, future plans involve amending this process to allow elected officials of the town Selectboard to ultimately make approvals or denials of rental usage based on community values and standards without needing to warn every application that is submitted. This process must be voted on and thus will take some time to complete but will ultimately simplify the rental use procedures.

**Levi Barrett** also mentioned some noted maintenance concerns around the exterior property to be addressed before possible rentals.

General Information: Committee members discussed ongoing inspections and regulatory checklist items being completed or to be completed prior to the building being prepared to accept rentals by the public. Septic Mound looks good, will plan to replace some covers to the mound asap- will be getting quotes for this. Need to get the fire extinguishers inspected by August 2024. Fire alarm inspection recently completed and passed. Need to get a quote on inspection for range hood if the kitchen is to be used. The boiler will need to be inspected. Also discussed a plan for specific classrooms to be rented in near future-

proper electrical receptacle covers, co2 detectors, exit sign batteries replaced, etc. It was determined that **Jeff Kauffman Sr** is in charge of maintenance and will complete these items.

> Action Items: **Geoff Nelson** offered to get quotes on fire extinguisher inspection and present them at next selectboard meeting.

Regulatory Items: **Geoff Nelson** suggested that VLCT be advised as to change of use from public building to rental building for liability purposes.

Additionally, the committee reviewed the proposed long-term lease contract and discussed possible language to add in order to ensure proper liability coverage and clarification. Some of these items were: indemnification language updated to be more comprehensive. Language to be added clarifying to all applicants for rental that their application will be subject to approval through town procedures and a signed contract will not be binding until such approval. This will prevent any surprises for all parties involved in the event of objections of usage.

Other Business: The committee discussed possible future ideas for rental options. Some of these were as follows: **Geoff Nelson** suggested it would be wonderful for the Town of Addison community to have a senior center or programs. **Carrie Kauffman** supported public playground use and the need for more childcare options in the area.

> Action Items: committee to follow up on community wide survey for building use put out by Planning board which is currently available on Town Website to gain insight on other ideas from fellow community members on how best to utilize the spaces.

Discussed future marketing for rentals and how the committee would approach this if not using formal commercial brokers. Committee suggested Front Porch Forum, Facebook and other social media outlets, Local news paper and word of mouth.

> Action Items: Committee will target the fall of 2024 to start marketing for short-term/ day use rentals. This timeline will allow for ongoing inspections/ maintenance to be completed as required. Long-term leases/rentals will require a longer timeline prior to marketing based on updating of community use policies to be approved/voted on.

The meeting was opened to public comment.

**Levi Barrett** commented on the state of current outdoor play equipment and the suspension gym located in the back left of property wondering if town is still paying to inspect suspension equipment annually that will not be used and if the playground was demolished would town get better insurance rates.

**Peter Briggs** responded that the insurance policy asked for playground to be excluded from use by rentals simply by posting signs or usage at own risk which covered liabilities.

Discussion by committee ensued about current playground codes and whether the current outdoor equipment met requirements to be used and if not should it simply be demolished.

**Carrie Kauffman** commented that many current community members value having a public play structure/ area and its a valuable asset to the community to have one.

Motion was made by **Carrie Kauffman** for rental committee to offer services/ resources to look into current playground codes and possible options to ensure replacement of playground if required (grants, etc). Motion seconded by **Geoff Nelson**. (2 in favor; 1 absent)

> Action items: committee members will follow up on current codes for outdoor play structures and look into grants if needed to replace.

**Levi Barrett** commented that there are taxpayers in town who are concerned about the cost of use and maintenance of the building and whether rentals will ultimately offset these costs or rather become a burden to taxpayers and wondered about profitability of rental endeavors. He wondered what is the highest per square foot dollar amount that town can charge renters to ensure equitable and beneficial deals for taxpayers. Discussion by committee ensued as to profitability and allowable profits off rental use. **Carrie Kauffman** commented on benefits for the community of bringing in business that are a positive asset to the community in order to make living in our town more appealing such as access to childcare, community gatherings, etc and that the overall benefits of such may outweigh some costs incurred within reason but that business generated from rentals would ideally cover costs to operate.

> Action Items: **Carrie Kauffman** agrees to ask the Selectboard for clarification regarding profitability policies for rentals and to revisit this discussion at the next meeting for use in determining future rental agreements. We wish to promote rental business to benefit community members and also to offset costs of building maintenance. We hope to provide fair market value to renters with reasonable and competitive rental rates but also ensure fair and equitable compensation for town.

**Levi Barrett** asked about proposed 5 year lease term for long-term rentals and whether this is needed or would apply to all long-term rentals as a standard practice. He felt that it might limit reevaluation of fair and equitable rental fees as per market standards. **Peter Briggs** replied that the bank set that duration but that it may not be required in all cases. He also pointed out that as in the proposed long-term lease/rental agreement that is currently being considered/ drafted, that it would allow for annual reevaluation in proportion to annual town budget set which creates a potential buffer for profitability while remaining fair for all involved parties.

**Levi Barrett** asked about how the town Selectboard will handle rental applications and decline building usage appropriately while avoiding opening the town up to possible claims of discrimination, etc.

Action Items: **Carrie Kauffman** to attend next selectboard meeting and clarify that the town does in fact have language established/ prepared in the event that a declination of rental applicants were to be required in best interest of town community standards.

Facility Rental Committee has declined at this time to set the next meeting date. Will set future meeting as need arises but likely the end of August 2024 to allow for completion of maintenance and inspections for building as discussed earlier, and after selectboard meeting in which some action items generated at this meeting can be researched/ discussed.

Meeting Adjournment: **Geoff Nelson** motions to adjourn meeting at 7:34pm. **Carrie Kauffman** seconds. (2 in favor; 1 absent).

Submitted by: Carrie Kauffman, Secretary
Facility Rental Committee

At the next meeting some items for agenda will be:

Inspections/ maintenance- completed? Are we ready to market short-term/day-use rentals?
Policies on profitability to be reviewed
Codes for outdoor play equipment/ beginning grant searches where do we begin?
Review/ begin updating language in lease/rental contracts move toward finalizing
Where are we in process of updating rental approval proceedures