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

Meeting Minutes: Weds Sept 4, 2024

Committee members present: Susan Tribou, Carrie Kauffman, Mike Wojciechowski, Peter Briggs (chair) Others: Michelle Bishop

Geoffrey Nelson has resigned.

Peter Briggs called the meeting to order at 6:04pm asking for a roll call of members. (all present).

It was decided there were to be changes to the agenda. Motion to amend agenda by **Carrie Kauffman**. Motion seconded by **Mike Wojciechowski.** (All in favor; 0 abstain, 0 absent.)

> Action Items: **Susan Tribou** to look over some grant options in regard to playground equipment options for potential future replacement.

Reviewed communication protocols and standards of procedures for all members just as preliminary business for new members and members who were absent at the first meeting.

The meeting was opened to public comment. No comments.

Committee reviewed a proposed lease contract with potential tenant **Michelle Bishop**. This was a preliminary review.

> Action Items: Continue to refine language within lease. **Mike Wojciechowski** will make the proposed edits and present to committee for another review.

Building Governance Policy Recommendations. Committee reviewed a governance document with intent to adopt as the Addison Community Center Building Governance Policy.

> Action Items: **Mike Wojciechowski** to reformat governance and edit to make it applicable to Addison Community Center by editing language as suggested.

Motion was made by **Mike Wojciechowski** to question Selectboard at October Meeting about signage for Community Center- including rental opportunities (marketing) & also to advertise for any long- term tenants. Motion was seconded by **Susan Tribou.** (All in favor; 0 abstain).

The meeting was opened to public comment. No comments.

Motion was made by **Peter Briggs** to approve July 24, 2024 meeting minutes. Motion seconded by **Carrie Kauffman.** (2 abstain; 0 absent).

Meetings to be held Monthly for the future. Next meeting will be on Oct 2, 2024 at 630pm.

Meeting Adjournment: **Carrie Kauffman** motions to adjourn meeting at 8:47pm. **Mike Wojciechowski** seconds. (All in favor; 0 abstain).

Submitted by: Carrie Kauffman, Secretary
Facility Rental Committee

At the next meeting some items for agenda/ consideration will be:

Policies on profitability to be reviewed
Design mission statement for Community Center
Design mission statement for Facility Use Committee following charter
Signage Options
Begin considering infrastructure for short -term rentals and scheduling and payment
Review/ begin updating language in lease/rental contracts move toward finalizing
Where are we in process of updating rental approval procedures