

Rupert Village Trust Board Meeting Minutes

Thursday, May 9, 6 - 8 pm

Agenda

- Approve minutes from previous meeting
- Treasurer's Report
 - Debit cards canceled
 - Reports
- RD Grant:
 - Easement for well - status
 - Engineering contract
- Website Updates
- Structure / spreadsheet for advisory teams
 - Rupert Village Trust Project Plan
- Gardens
- Status of Windows
- Cleaning
- Refrigerator
- PTV Conference
 - <https://ptvermont.org/our-work/historic-preservation-downtown-conference/>
- Decorating Upgrade Status
- Approve fabric for curtain in back room
- Signage - outdoor sign for the building
- Benefit music concert
- Check in re coffee hour volunteers

Minutes

- Deb Fuller, Jane Davies, Jed Rubin, Janet Hentschel, Nancy Poletti and John La Vecchia present. Mary Dickson attended remotely. Meeting opened at 6:10 PM.
- 4/11/24 meeting minutes approved with minor spelling and other corrections. Jane made a motion and Deb seconded the motion to approve them.

- Deb has canceled our debit cards as discussed at our last meeting.
- We reviewed the balance sheet and income statement documents that Deb shared. The board concluded for Deb that it does not need to see a balance sheet (as presented at this meeting) on a regular basis. If possible, Deb will try to break out program income for weekly programs (particularly coffee hours and yoga classes) on a quarterly basis. That kind of break out is less important for once-a-month events. The board finds the income statement by month to be the most useful for review on a regular basis at our monthly meetings. Deb will also move these documents to the RVT 2024 shared drive.
- John will reach out to Merrill Bent and forward her our draft easement agreement for review. Deb will send John the RD document that Merrill will ultimately have to sign for the easement. John will contact Andrea Lenhardt about her schedule to post the notice in the Rutland Herald, so that notices can also be posted in town. John or another board member will attend the Tuesday 5/14 Selectboard meeting to ask them to make a motion appointing a member to sign the Easement Deed after the 30-day notice period.
- Deb and John presented and the board discussed the remaining steps to finalize our engineering contract(s) regarding the USDA RD grant. We still need to navigate between the RD requirements and what our engineer (Frank Parent) and project manager (Chris Cole) are able to do individually and collectively.
- Jane, Nancy and Danielle Zimmerman are working together to update several sections of the website. They will update its navigation and functionality, keeping the board apprised but not involving it in the individual decision-making.
- Deb had a brief conversation Nancy Seidman about her involvement with the project. Jane met with Pete Cacace, who made suggestions regarding a kitchen layout. They considered options to increase the dining/seating area and reduce the size of the kitchen. Several people think the kitchen as currently configured is larger than needed for the available seating space. We should revisit the proportions of the dining to kitchen spaces. Jane will put things down in writing and gather the various input so we can present it to the kitchen committee once that

committee is able to do its work. John will research commercial kitchen equipment suppliers in our area with regard to equipment sizing and design capabilities.

- Sally Savage would prefer to have someone else lead the garden coordinating watering and work day schedules. Other volunteers can step in but we don't have someone yet to lead the effort. Ralph Hoyt generally keeps up with watering in most of the garden areas. Periodic volunteer work days are easier to plan than regular weeding and maintenance. Jane, Deb and Nancy will do a perennial bed inventory. Greg Vail and Nancy may donate vegetable seedlings. Jed will deliver 1 yard of compost and look into sourcing 2-3 yards of mulch. Then we can schedule a workday. Mary mentioned an app called Picture This to help identify plants. Nancy asked about plants or pots for the front porch, which we may consider as long as they don't require too much maintenance.
- We received a wood window estimate for comparison with the earlier clad window proposal. We will make a priority list for window replacements, review PTV's requirements regarding the preservation easement, and make decisions about how to proceed.
- Jane met with Laura (last name?), who has taken on the cleaning work at the Store.
- Dan Fuller is coordinating the refrigerator-moving effort, coordinating assistance with Andy McLeod, Jeb Smith, and possible others to help with the move, likely on weekday midday. Nancy's husband and son may also be available depending on the day, so Dan will coordinate things with them.
- Jane outlined the upcoming PTV conference in Bellows Falls. Several board members may also be able to attend. Another group will be holding a creative sector conference in Bellows Falls the following day.
- Mary provided a decorating update. She has been gathering decorative items to use around the Store.
- Nancy and Sarah Weber have sourced fabric material for our back room curtain. Nancy's husband can help with installation. Nancy has the curtain rod hardware in hand. Nancy reviewed an email from Sarah about her decorating and design ideas. Some of this will require more review and consideration. Deb suggested having

a clear idea of the overall plan first rather than leading with the individual details. Sarah would like to have the curtain installed prior to approximately June 14th.

- Jane suggested we consider ideas for some signage on the front of the building. Deb noted any exterior signage will require PTV approval. We should review the preservation easement first, then determine what's possible. Deb and John will put the easement document up on the shared drive.
- Jane and other musicians are looking at a July 27th date for a concert at the Store. Several bands/groups have expressed interest. We can encourage donations but are not thinking of it as a significant fundraiser. It would likely be an outdoor or indoor event, depending on the weather.
- This year's basket raffle is scheduled for the third Saturday of September, the 21st.
- Nancy is pleased with how coffee hour volunteer coordinating is going so far. The month of May is filled and we have some volunteers for June.
- Janet, Nancy and Jane are working on living willow garden project at the Store. It may take a hut or other sculptural form and they see it as a fun place-making effort.
- Meeting adjourned at 8:45 PM.