

**TOWN OF WILLISTON
OLD BRICK CHURCH TRUSTEES
MEETING MINUTES
June 17, 2024**

MEMBERS PRESENT: John Butterfield (Chair), Alice Beisiegel, Marge Butterfield, Sara Fitts-Pratt, and Lauren Koumjian
ADMINISTRATION: Bruce Hoar, Director of Public Works
ABSENT: None
OTHERS PRESENT: None

Call to Order

The meeting was convened at the Annex Conference Room, 7878 Williston Road Williston, VT 05495. Chair John Butterfield called the meeting to order at 5:00 p.m.

Public Comment

None.

Approval of Draft May 13, 2024, Meeting Minutes

The draft minutes of the meeting held on May 13, 2024, were presented for approval. Amendments were suggested by Lauren. A motion for approval of the minutes was made by John and seconded by Alice. The Trustees unanimously approved the minutes as amended.

Discussion on July 4th Old Brick Church (OBC) Open House

Guidance on having an open house was provided by staff and the Trustees decided to follow the guidance by only having an open house when it can be done with the participation of one or more Trustees in attendance during such an event.

There was a decision to have an open house during the July 4, 2024, town activities. This will take place between 9:00 am - 12:00 pm. The time will be split up between Trustees as follows: John 9 -10 am, Lauren 10 - 11 am, and Sara from 11 am - 12 pm.

Lauren is going to work on developing activities for different age groups and will work with the Department of Public Works (PW) Buildings and Grounds staff to post photos in the OBC vestibule before the event. The Williston Recreation and Parks Department will advertise this along with their other advertisements for the 4th of July activities. It was further decided to not have a table at the July 4th event.

Discussion on Use of Social Media

There was a discussion on the use of social media and when and how it should be used. Trustees should not post on any form of social media without first submitting what they would like to have posted to the Chairperson, who will then consult with Erin Dickinson, Assistant to the

Town Manager, for consideration. The concerns are that if Trustees use their social media accounts in their official capacity, they open their accounts to public records requests and other Open Meeting Law issues. Furthermore, if a Trustee posts on social media and multiple members comment or interact with it, this could be considered an unwarned meeting.

Update on ADA Compliant Accessibility Study

There was a brief presentation of the received report by Bruce. After the presentation there was discussion on the report amongst the Trustees.

There was discussion on maintenance issues that were identified in the report and the Trustees were told that PW Buildings and Grounds were already aware of the minor items and will include them on their list to address in the near future.

There was discussion on the ADA aspects of the grant and how to proceed from this point.

It was also pointed out that there were a couple of discrepancies in the document and that these will be asked to be updated/corrected before the report is considered final.

The discussion on ADA ranged from wanting to know if all the work had to be done or if this process could be done in over time in different stages. It was left that the Trustees will digest the document and have further discussion on next steps.

Other Business

John is scheduled to attend the July 2, 2024, Selectboard meeting to review the Trustees decision regarding the proposed Verizon Project.

Date of Next Meeting

Following this meeting, Freeman, French, Freeman (authors of the OBC Architectural Conditions Assessment Report) extended an offer to meet to review and discuss the report. This meeting is scheduled for Thursday, July 25th, at 5:00 pm.

A subsequent Trustees Meeting is scheduled for Monday, September 23, 2024, at 5:00 pm.

Adjournment

There being no further business, the meeting was adjourned at 6:30 pm.

Respectfully submitted,

John Butterfield
Chair - Old Brick Church Trustees