

Charlton Community Center Advisory Committee (CCCAC)

January 31, 2023, Meeting Minutes

Meeting called to order at 7:05 pm, adjourned 8:02 pm

Present: Torben Aabo, Jenna Smith, Jason Nemec, Marty Wilson, Jim Sevinsky, Robin Sevinsky, Don Schermerhorn, Stacey Fantauzzi, Roger Shisler, Thomas Kelly, Joe Grasso, Doug Ranaletto

Excused: Dave Robbins, Joseph Volpe, Paul Borisenko

- Jenna Smith called the meeting to order and welcomed Joe Grasso (Charlton Town Supervisor) and Doug Ranaletto (former Town Board member) to their first CCCAC meeting.

Community Project Funding Grant Award:

- Joe provided a summary on the Community Project Funding Grant. Congress approved the grant as part of the Omnibus Bill last December and Joe said he was confident that the \$540K grant would come through even though it wasn't in place yet.
- Joe learned from Congressman Tonko's office that the grant program will be administered through the US Department of Housing and Urban Development (HUD). The Town will be contracting Doug Ranaletto to help manage the additional complexities and many administrative requirements required by this HUD federal grant. His business background and past Town Board membership will be an asset in assisting Joe and the Board move the grant forward. Joe asked the CCCAC to keep Doug in the loop and copy him on all correspondence. Doug's e-mail address is (Dranaletto@outlook.com) and his phone number is (518) 596-2347.
- Jenna mentioned that RISE Housing and Support Services, a non-profit based in Saratoga, was also awarded a grant through the Community Project Funding Grant and was on a faster track in receiving information on grant requirements. She also said they had a full-time person to manage their grant and may be able to help.
- Since details on the grant are limited, there was speculation on the grant's enactment date, and what community center project costs may be covered by the grant. There was also discussion on whether HUD may have special requirements for contractors, similar to the government's own requirements for qualified contractors.

Request for Proposal and Next Steps:

- The work completed on the Community Center Restoration Project to date was summarized including the investigative studies, drainage work and the furnace replacement.
- Next steps will be to shortlist architects with historic structure experience, request proposals, and select an architectural design consultant to determine the work required. This firm will be tasked with developing recommendations for structural, accessibility, historical preservation, and energy efficiency. The Town of Charlton is committed to providing the necessary resources to administer this grant and project.
- Joe hopes to send the Request for Proposal (RFP) out for bid within the next month. The Architect/Construction Sub-Committee's recommended a scope of work which will be included

in the RFP. Torben Aabo asked Joe to provide a copy of the final RFP and the short list of architects to the CCCAC.

- Project goals include: 1) to restore the building's exterior as close as possible to the original looks using today's materials and building methods; 2) to renovate the interior as required to meet existing and future uses; and 3) to make sure the building meets the requirements to be listed as an "Emergency Shelter".
- Don Schermerhorn suggested the RFP should include an item for an estimated overall project cost.

Communications:

- Jason Nemec prepared a newsletter providing updates on the Community Center Restoration Project. He will add updates from tonight's meeting and distribute a test e-mail to the CCCAC for review and comment before distribution to a broader audience. There are currently 41 residents who signed up to receive project updates.
- Don Schermerhorn asked Joe if the CCCAC could receive a periodic update from Doug on the grant and project progress and Joe responded in the affirmative.

Grants and Fundraising:

- Jim Sevinsky reached out to Julia Stokes (former head of State OPRHD and familiar with Saratoga Springs historic preservation), and Lauren Roberts (Saratoga County Historian) to gather information on potential historic grants or other fundraising opportunities, and to make them aware of our restoration project. They both suggested Jim reach out further to identify a State Historic Preservation Office (SHPO) representative who may advise the team further whether any state funds may be available if needed, and what the requirements may be.
- Jenna said the committee should start considering options for raising additional funds and that the Party in the Park may provide a good opportunity. Robin Sevinsky suggested holding a raffle and Joe said the town can't hold "games of chance". The group wondered if other members of the community not affiliated with the CCCAC could hold a raffle to raise additional funds.
- The group agreed that we should get a better handle on total funds needed before directly soliciting residents.
- Torben proposed we connect with elected officials such as Mary Beth Walsh or Jim Tedesco to inquire if additional funds are available. Dave Robbins took an action at the last meeting to reach out to elected officials and Jenna took an action to connect with Dave. Action should be taken before the State Budget is finalized and approved.
- Stacey Fantauzzi suggested we sell room "naming rights" in the Community Center to raise money. Joe said that he would have to run it through the Town Board and would want to ensure we receive a substantial donation for the honor.
- Jason offered to host a community build project at Main Street Studio where we restore or rebuild the windows and refit or replace the stained glass. He'll look for stained glass artisans in his network to see if there's a fit, if necessary.

Respectfully submitted,

Robin Sevinsky (January 31, 2023, updated February 5, 2023)