

Temple Town Hall Advisory Committee (TTHAC) Meeting

Draft Minutes

September 6, 2017

Present: Ron Pulos, Tedd Petro, Connie Kieley, Julie Middleton

Absent: Sydney Thomas

Guest: Gail Cromwell

This special meeting was called to order at 11:04 am.

❖ Cleaning of Town Hall & Annex

The topic discussed involved the Town Hall and Municipal Building cleaning contract with Dutch Maid Cleaners, which began in mid-May. The cost for these services over the past several months has been significantly higher than anticipated, and the BOS requested our assistance in assessing the situation and hopefully developing a less costly approach to maintaining the cleanliness of these buildings.

- ◆ C Kieley explained that she had spoken to Susan, the owner of Dutch Maid regarding service options.
- ◆ R. Pulos explained the cleaning bills include the cost for both the Municipal Building and Town Hall. Ron then presented a cost analysis of Dutch Maid from May to August as well as Lisa Northrup Cleaning Services from 2012-2016. His analysis showed that if the same services were kept in place the cost of Dutch Maid cleaning service from the Middle of May through December would be approximately \$6,854. That alone exceeds the Town Budget of \$6,000 and does not include the amount already paid to Lisa Northrup for services from January through the middle of May. Averaging Dutch Maids bills, Ron also projected the yearly cost would be approximately \$10,800.
- ◆ Gail Cromwell offered to research the total amount expended to date inclusive of both services.
- ◆ C. Kieley explained that it is estimated that Dutch Maids spends from 30 to 45 minutes cleaning the Municipal Building with the remainder of the time spent cleaning the Town Hall. The hours spent at the Town Hall were dependent on the previous weeks usage.

- ◆ Kieley then presented 5 options to reduce cost:
 - Option 1: Weekly - 3 hours (\$180) / \$720 a month / yearly **(\$8,640)**
 - Option 2: Weekly - 2 and ½ (\$150) / \$600 (monthly) / yearly **(\$7,200)**
 - Option 3: Every other week (4 hours) / yearly **(\$6,240)**
 - Option 4 (same cost – reconfigure Schedule at Town hall)
 Total of 4 hours every 2 weeks
 weekly – 2 week charge for Municipal Bldg = 1 ½ hours \$90
 Bi-weekly Town Hall 2 ½ hours = (\$150) every other week
 Monthly cost (\$500) / Yearly **(\$6, 240)**
 - Option 5: Sept.-May (9 months) – (36 weeks) x 3 hours a week (\$180) = \$6480
 June – August: Municipal Bldg would be done weekly with possible reduction of cleaning hours for the Town Hall during the summer months when there is less usage giving us a potential summer reduction of 1 hour a week. Town Hall (3 months – (12 weeks) X 2 hours a week \$120) = \$1440.
 Total – **Yearly (\$7,920)**

- ◆ There was discussion of ways to increase revenue such as charging non Town Committees a cleaning fee and/or increasing rental fees. J. Middleton along with R. Pulos offered to research the cost of other facilities in the Monadnock Region so we could assess if our fees warranted an adjustment.

- ◆ A motion was made to recommend to the BOS Option 5 (maximum cleaning time would be three hours weekly) with the understanding that we would review the Town Hall summer schedule in May and determine if it were possible to reduce the number of cleaning days or hours for just the summer months. Cleaning of the Municipal Building would remain on a weekly schedule. **The yearly cost to the Town would be a minimum of \$7,920 and a maximum of \$8,640.** It was noted that the TTHAC would need to present this budget change for 2018 to the BAC. The motion was unanimously approved. Gail will evaluate the 2017 overage and the recommendation as well as this year's overage will be discussed at the next BOS meeting on September 12. A representative of the TTHAC will attend.

- ◆ There was also a quick assessment of the condition of the Town Hall. It was noted that interior of the new doors were painted white instead of Green. C. Kieley will see that they get painted the correct color. C. Kieley will also see that the handle to the closet in the front entrance way is replaced with handle of similar quality and color as was there before.

❖ **Meeting adjourned at 12:15**

Respectfully submitted,
Connie Kieley