



It is the mission of Vera House, Inc. to prevent, respond to and partner to end domestic and sexual violence and other forms of abuse.

**BOARD PROPERTY COMMITTEE
MINUTES
Virtual Meeting
June 10, 2024, 12:00pm-1:00pm**

Present:

Daquetta Jones
Dawn Penson
Kyle Metzler
Will Coldsmith
Sandra Russell

Absent:

Felicity Hall
Tricia Matthews

Motion to start Board Meeting 12:04pm by Kyle Metzler

DEI Moment: Juneteenth - The complicated history, significance and celebration around the struggle for freedom (Kyle)

Minutes: by Kyle Metzler

- **Facility Construction/Renovation Projects & Property Related Issues**
 - **Main Shelter:**
 - Air Conditioning system / air quality update. We have a \$6.7k quote to repair, but less expensive options are being explored. System is inefficient and causes condensation issues. AC is out, with exception of basement. Option to purchase box fan for windows for residents until repair is made.
 - Bathroom floors / water damage project. We have a \$8k quote to repair; working to get more quotes. Tiles, grout, and subflooring are damaged and in need of repair. Water leaks through into offices below. Asbestos has been identified in some of the damaged material, as well as mold. Carpeting needs to be removed.
 - Roof damage/branch removal. Some minor damage from falling tree branches have been incurred on the roof. Pending estimate(s) for repair.
 - **North Shelter:**
 - Shelter is city-owned, we lease. Certain maintenance VH is responsible for (minor) and major maintenance is city. Is there a certain dollar amount threshold for 'major' maintenance that is the responsibility of the city rather than VH?
 - **731 James Street:**
 - N/A – See 'Property Strategy & Acquisition/Disposition' section.

- 449 East Washington Street:
 - Lease is inexpensive (~\$1k/month). VH is looking to use the space more.
- 723 James Street:
 - Grant money from Reisman Foundation and another foundation is available to paint exterior.
 - Received 3 painting quotes (\$37-58k).
 - \$5.3k quote from Eastern Security Services for additional perimeter security cameras. We are planning to move forward with this at a TBD date.
 - \$20k quote from November from Atlas Fence. 2 other quotes received. We are planning to move forward with this at a TBD date.
 - \$6k quote to repair kitchen ceiling repair – re-anchor soffett. Ceiling mounted AC unit is in unsafe condition with soffett coming down.
 - Vera House sign repair quote. Signage in rear parking lot is damaged.
 - Front door lock & reception camera. Original solid oak doors are an obstacle to installing physical security measures. We need to be able to lock from reception desk quickly. Lock is functional, but the receptionist needs to walk to front door to lock/unlock.
- **Property Strategy & Acquisition/Disposition**
 - Daquetta is exploring different options for where Prevention Education offices will be when lease is up at 731 James Street in February 2025. It is expensive (~\$3k/month) and is under new ownership. She is looking at 716 James Street and other options such as utilizing our space at 449 East Washington Street for Prevention Education’s office space.
 - CNY Community Foundation has \$150k grant available to request for capital improvement projects. Submitting application in August or September.
 - Current property maintenance priorities:
 - Water damage project at Main Shelter to repair bathroom floors/remove asbestos, mold, and carpet.
 - Air conditioning repair at Main Shelter.
 - Kitchen ceiling repair at 723 James Street to re-anchor AC unit and soffett.
- **Property / Facilities Policy & Procedures**
 - All committee members planning to attend the September committee meeting will need to review and sign the shelter confidentiality agreement.
 - There will be line items in 2024 budget for property operations and maintenance costs along with mortgage / lease expenditures. Please share details with Property Committee once budget(s) in place.
 - As the agency is on the path to regain financial stability and operating without a budget, Will has been requesting funds to make repairs on a case-by-case basis as needed. Timeliness of renovation/repair based on criticality.
 - Will has collected historical maintenance and construction spend and given it to the executive team to assist with property operations and maintenance line item(s) in 2024 budget.

- The agency is working to get Will a Lowes credit card for property maintenance expenditures.
- **Action Items & Next Steps**
 - The property committee will meet next on Monday, 9/9 at 12pm in person and at the Main Shelter.
 - All committee members to sign and return the shelter confidentiality agreement.
 - Kyle to send Daquetta and Will the Central NY Customer & Community contact at National Grid, as well as the National Grid Foundation portal for grant submissions.

Meeting adjourned 12:57pm. Next meeting on 9/9/2024 at 12pm.