

THOMPSON MEMORIAL ASSOCIATION REPORT TO SELECT BOARD & TOWN OF UNION

January 26, 2022

INTRODUCTION:

On January 7th, The Thompson Memorial Association (TMA) signed the management agreement with the town of Union to assume management & maintenance duties at the Thompson Community Center (TCC). This report was produced by Paul Raudonat, board chair of the TMA, with assistance from board officers.

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1. STATE OF THE BUILDING: prepared by Abraham Knight on 1/26/2022

Selectmen,

We have explored the building since taking it over and pleasantly surprised by the overall condition of the complex. The under pinion is in good shape and the interior of the building is good. The furnace is running and the sprinkler system is in and complete. The system is being inspected on 1-28-22. The State requires a quarterly inspection. There is a lift (not an elevator) in the building, it has not been inspected since 2018. The building has a functioning septic system that was put in in 1984. It was put in when there were approximately 400 children in the school. Limiting the use of the building to those numbers.

That being said, there are issues that are a matter of safety and liability that need to be addressed immediately. It is our understanding the considering the current state of these needs, it is unclear if our liability insurance would cover us in the case of an accident.

Requiring Immediate Attention:

1. The fire alarm system in the building is not working. If you pull the alarm nothing happens. No alarms, no lights, nothing.
2. The emergency lighting is in total disrepair. There are nine sets of emergency lights that do not work.
3. There are exit lights that are not lit up. One will need to be placed.
4. The gutters on the back of the gym that are supposed to carry the water off of the roof are not working. The gutter is tipped and there is a hole. The water runs down the building, hitting a closed up window ledge and into the building in the stair well by the old thrift store. Causing several issues that need to be corrected.
5. There are three leaks in the roof. Two in the brick building and one in the yellow building. We have a roofing company lined up to look at fixing the leaks and giving us an overall roof condition report. This is a 30 year old roof and most likely nearing the end of its life expectancy.
Flashing on the Gym roof on the front of the building lifted in the past storm and needs immediate attention.
6. Three exit doors need repair.
7. In crawl space under the area that connects the two buildings we discovered a steam pipe that is rusted through. It is steaming out through a small hole now. The steam pipes are under pressure if it blows out most of the water in the system will drain to there the furnace will shut down. If it is the middle of the night and no one knows the place will freeze up. Maybe it can be patched, maybe feet of pipe will need to be replaced.

Other Maintenance Items:

8. There are two windows over the stage that need to be covered or replaced. They are ready to fall out.
9. There is floor work that needs to be done in the Yellow building by the right hand door facing the Common rd .

Educated estimates to resolve these issues is roughly \$5,500, but that amount may change pending professional opinions.

2. TMA FINANCES – prepared by Martha Johnston-Nash & Paul Raudonat on 1/26/2022

We have produced a draft budget covering operations of the building now through the end of June, note that January figures are largely actualized as this report was prepared on 1/26/2022.

2022	January	February	March	April	May	June	TOTAL
NET TOTAL	(\$3,130)	\$2,240	\$1,030	\$1,910	\$1,650	\$2,150	\$5,850
TOTAL INCOME	\$8,350	\$20,000	\$11,200	\$8,400	\$6,000	\$6,000	\$59,950
Rentals	\$1,200	\$3,700	\$4,000	\$4,000	\$4,000	\$4,000	\$20,900
Activities		\$300	\$300	\$500	\$500	\$500	\$2,100
Thrift Shop	\$150	\$500	\$500	\$500	\$500	\$500	\$2,650
Flea Mkt			\$400	\$400	\$500	\$500	\$1,800
Donations	\$2,000	\$2,000	\$1,000	\$500	\$500	\$500	\$6,500
Other	\$5,000	\$13,500	\$5,000	\$2,500	\$0	\$0	\$26,000
TOTAL EXPENSES	(\$11,480)	(\$17,760)	(\$10,170)	(\$6,490)	(\$4,350)	(\$3,850)	(\$54,100)
Utilities	(\$9,500)	(\$8,500)	(\$8,000)	(\$5,000)	(\$3,000)	(\$2,500)	(\$36,500)
Insurance	(\$1,000)	(\$1,000)	(\$1,000)	(\$1,000)	(\$1,000)	(\$1,000)	(\$6,000)
R&M	(\$100)	(\$7,500)	(\$250)	(\$250)	(\$250)	(\$250)	(\$8,600)
Licenses	(\$400)		(\$400)				(\$800)
Promo	(\$100)	(\$200)	(\$100)	(\$100)	(\$100)	(\$100)	(\$700)
Plowing/Landscaping	(\$380)	(\$560)	(\$420)	(\$140)			(\$1,500)

INCOME:

- We anticipate we will be able to rent additional spaces to Carey (cabinet maker) and have several leads who are interested in renting additional space. Several high quality rental spaces at ready to be rented at this time.
- Our first Thrift Shop occurred on 1/22 and netted \$155 dollars. Thrift Shop regular hours to resume on a regular basis starting 1/27.
- We intend to re-open the Flea Market in March – despite Covid concerns, local craft fairs and other indoor flea markets have been popular and successful this past winter. We have received much interest in relaunching the flea market.
- We have received \$1,700 in donations through 1/20, without many mechanisms/channels to seek donations. We have setup a PayPal account where the public can donate directly to the TMA, and we can receive checks via mail. We anticipate that once all immediate maintenance issues are resolved and licensing acquired, we can kickstart fundraising via events/programming.
- “Other” category represents funds provided by the town (note that we have only factored in \$26,000 of town support, including the \$5,000 we have already received). We intend to apply for grants, but it is believed our short-term management agreement will make this very difficult.

EXPENSES:

- Utilities: Almost entirely heating oil, but includes electricity from CMP. Oil is by far our largest expense as it costs roughly \$2k per week to heat during extreme cold weather. There was no opportunity for the TMA to negotiate a fixed price contract, thus we are paying market price, which is volatile (increased from \$3.15 on 1/17 to \$3.45 on 1/24). Utilities alone make up roughly 80% of the TMA's budgeted operating expenses.
- Insurance: Roughly \$1000 per month for general property/liability insurance.
- Repairs & maintenance: We have budgeted \$8,600 in total, most to be spent addressing immediate concerns (noted in detail in section 1).
- Licenses: For 501c(3) non-profit status and other required licenses from Fire & Water departments.
- Promo: For occasional promotional needs such as advertising the availability of rental space on Facebook and other media channels, as well as on-site signage.

3. TMA Programming & Activities – prepared by Sharon Caron & Elaine Frost on 1/20/22

During the first 3 weeks of January, 2022, we have worked to find volunteers, clean up the old Thrift Shop, and put in place a new thrift operation in the Yellow School Building -- actually where it began years ago. Our first sale day will be Jan. 22. We are ready to take in donations, sell them, and put profits toward fuel and urgently required repairs to the complex. The Walking Group continues in the gym, with room for more members.

Going forward, earnings from the Thrift Shop will also provide seed money for other fundraisers and community activities. A partial list of what to expect in the coming months, once repairs are complete: Open Basketball nights, Takeout Suppers, return of the Flea Market, more Line Dancing, Family Parties.....

Long-term, we plan to expand to things like Exercise and Craft groups, Classes, Gardens, Game nights, Music, Art, Plays, Etc. Bring us your ideas and we will work to help them happen. Our goal is to create "a place of community fellowship" for the people of Union and neighboring towns. We welcome everyone's enthusiasm and help to rebuild the community center dreamed of by the Thompson Family.

4. Publicity: efforts to educate the community – prepared by Paul Raudonat on 1/22/2022

As of 1/20, the TMA has created a Facebook page where we intend to provide timely updates about the building, advertise rental spaces, promote community events at the TCC, and facilitate fundraising.

On 1/20, VillageSoup wrote an article about the TCC and TMA after meeting with Paul & Erik at the facility and receiving a tour. <https://knox.villagesoup.com/2022/01/20/thompson-memorial-association-seeks-tenants-volunteers/>

On 1/22, the TMA held an open-house and our first Thrift Store sale. The purpose of this event was to raise awareness and allow the community access to the building to understand possible uses for rental space, community events, etc. We also sought to raise additional funds through a bargain sale of leftover items, while selling new items in the new thrift shop space.

We intend to hold future open houses and thrift store sales in the future to raise additional funds and increase community access to the building.

We will be open mornings for those who wish to walk/exercise in the gym and have regular hours for the public who wish to access the facility.

5. Cooperation with the Committee For The Future of the Thompson Center

Many members of the TMA board are also on the Committee For The Future of the Thompson Center – we feel that in the last 4 or so weeks of management, we have learned more about the state of the building and its possibilities that the committee had previously learned in 9 months of unsuccessful attempts to get information from the TCCA.

We feel that our management of the building will be a tremendous asset to the committee as they seek to assemble cost/benefit analyses of the various options present to the community. Our management of the building allows the committee to explore all options and better collect information that will assist them in advising the Select Board and Union voters at large. We are happy to provide any information that is requested by the Committee For The Future of the Thompson center, The Select Board, or its agents.

Regards,
Paul Raudonat
Board Chair