

HUB COMMITTEE MEETING

August 13, 2020

In Attendance:

Members Present: Ann Smith, Chairperson, Larry Chapman, Rick Shew and Mayor Janet Winkler

Others Present: Town Manager, Rebecca Bentley, HUB Steering Committee Member, Kathy Carroll, Town Clerk, Tammy Swanson and HUB Manager, Janice Woodie

Call to Order and Opening Prayer:

Ann Smith called the meeting to order, and led the group in the opening prayer.

Discuss Signage:

Ann stated that she would like to discuss HUB Station signage for Hwy. 321. She stated that we are expecting a visit from the people of Blue Ridge Craft Trail, and she would like to have the plans for signage in place when they visit. She commented that this visit from this organization presents a wonderful opportunity for both for the Art Center and Red Awning Gallery. Ann asked about the green directional signs already up on Hwy. 321 for the HUB. She commented that she would like for the sign to say HUB Station.

Rebecca stated that these signs belong to the State and cannot be altered. Rebecca stated that although these signs are State signs, the Town paid for them at a cost of approximately \$900.

Ann asked Rebecca to check with the State about changing the sign.

Rebecca suggested that Jan Karon's name be added to the Caldwell County signs for Madison Bumgarner and Eric Church.

Ann stated that according to the County, only two names can be included on this type of sign.

Rebecca stated that County Commissioner, Donnie Potter was very involved with getting these signs, and we could probably check with him about whether or not an additional name could be added. Rebecca mentioned that the Town's signs could also be used so long as the sign is within the same footprint and is breakaway.

Indoor Directional Signage:

Kathy Carroll discussed ideas for directional signage for inside HUB Station. She presented examples, and stated that the goal is to keep the signage in the same print as the naming rights signage so that people will recognize it as a directional sign. Kathy commented that she plans to have a sign printed as an example.

Kathy also mentioned that Angie Warren is working on ideas for signage over the doors. One idea is to make the business logos a part of the signs.

Rick suggested that the signs could have changeable letters.

Rebecca mentioned using television monitors to display directions. She mentioned that there are monitors that show messages on both sides.

Rick mentioned that Wi-Fi could also be used with the television monitors.

Janice Woodie stated that she would check to see what types of television monitors are available, and which ones could be used to display messages.

Outdoor Directional Signage at HUB Station:

Kathy stated that ideas are still being considered for the outdoor directional signs. She stated that we do not want to put too much more on the building itself – with too much on the building it would become cluttered and the message would be lost. She suggested that an in-ground sign might work better. She mentioned that a sculptor who is planning to rent space at the HUB might be able to make a sign from metal that could be placed in the ground.

Janice stated that the digital sign could also be used.

Discussion of Donations/Donors:

Kathy reviewed some of the businesses that have made and are making donations to the Arts Center.

- Shurtape Technologies - \$50,000
- Broyhill Family - \$50,000
- Blue Ridge Electric – \$50,000 (in progress)

Kathy discussed the amounts approved by the Board for naming rights of a building, and she suggested some changes for the amounts of these naming rights.

- B Building – Currently \$250,000 – Recommendation \$125,000
- Art Center – Currently \$250,000 – Recommendation remain at \$250,000
- Hallways - \$10,000

Kathy stated with the naming rights of a building comes a logo of the business, etc. on the building.

Kathy suggested that since Jan Karon’s museum is on the east wing hallway, the hallway be named the “Jan Karon Hallway.”

Motion: (Rick Shew/Larry Chapman) to recommend approval of the changes in the donation amounts for naming rights for the buildings. Unanimously approved.

Motion: (Larry Chapman/Rick Shew) to recommend naming the east wing hallway “Jan Karon Hallway.” Unanimously approved.

Discussion of Leases:

Ann stated that she received an email from Sattler Corp.’s CEO, and he indicated that they are interested in what is going on at HUB Station, and they are also interested in sponsoring a room for \$5,000. According to the email, they would like for the room to be a weaving room, with them providing fabric.

Arts Council: Ann stated that the Board agreed to give the Arts Council space, and with everything going on, they have had to move around a couple of times. She stated that they are currently located upstairs, first room on the left.

New Tenant: We have a new tenant, Kim Picton, who does massage and essential oils.

Update on Elevator:

Ann gave an update on the progress being made with the installation of the elevator. She stated that the addition of the rear door was not configured correctly, which has caused some problems. Ann added that the

correction of the problems will not be charged to the Town. Ann estimated that the elevator should hopefully be in operation by the end of the year.

Discussion/Updates on Repairs, etc. at HUB Station:

- **Update on Water Damage in Auditorium:** Janice reported that the water damage in the auditorium is going to be covered by insurance, and Brushy Mountain should get started with the repairs next week.
- **Other Water Damage:** Janice mentioned that there is also water damage down the hallway to the dressing rooms – repairs have been estimated at approximately \$4,500.
- **Roof Repairs:** Janice stated that we had two leaks in the roof, and they have been repaired.
- **Repairs requested for outside storage building:** Janice stated that there is a small storage building behind the HUB that is used for storing lawn mowers, etc., and the roof has a hole in it.

Rebecca asked if the repairs to the roof could be done by Public Works.

Janice stated that the repairs could probably be done by Public Works.

- **Request to Clean Out Dinner Theater Storage Rooms:** Janice stated that the two rooms on the second floor that are used for Dinner Theater storage need to be cleaned up. She suggested that shelves possibly be built for better storage of the materials.

Rebecca stated that the people who work with Dinner Theater like to reuse their materials, and that is why they have so much stuff to store. She suggested that racks be placed in the room to store the lumber.

Janice mentioned that the rooms will probably eventually be needed for rental space, and she suggested that at least part of the Dinner Theater items be moved to the storage building after it is repaired.

Rebecca stated that she would love to get college age students involved with the theater, and they could be a big help in moving things and keeping things in order.

Rick stated that the college could possibly offer a continuing education class for theater; however, there has to be a demand for the class before it can be set up.

Janet suggested that Janice contact Joe and Carolyn Icard about going through the Dinner Theater rooms and picking out what needs to be kept and what can be thrown away.

- **Painting Rooms at HUB Station:** Both Kathy and Janice mentioned that some of the rooms still need to be painted. Janice mentioned that the auditorium could stand a coat of paint as well.
- **Small Kitchen planned for Suite Area:** Janice stated that she is planning to set up a small kitchen in the Suite area for the tenants to use, and for selling concessions during events. The cost estimate for the kitchen is \$5,800.
- **Problems with Heating & Air in Rooms:** Janice stated that some of our tenants share heating and air among their rooms. She stated that some of the thermostats serve 2 rooms, which can be difficult for

the tenants when doors are locked and the heat or air is either too hot or too cold. Janice commented that she had moved tenants to different spaces to avoid problems.

Rick suggested that we have an HVAC company come and look at the situation and suggest the most cost effective system for our set up.

Janice commented that Joe Icard is who we typically call for repairs to our heating and air system. She stated that she would have Joe look at it and give an estimate, and would also get a second estimate.

- Rebecca stated that since the budget was adopted, there have been additional funds come in from contracts at HUB Station, and she suggested a budget revision of \$36,000 for maintenance and repairs, and for installation of the small kitchen area.

Motion: (Rick Shew/Larry Chapman) to recommend approval of the budget revision of \$36,000 from HUB contracts for maintenance and repair and a small kitchen area at HUB Station. Unanimously approved.

Review of Financial Reports:

Rebecca presented financial reports showing the donations and expenditures for HUB Station. Rebecca commended the members of the Steering Committee for the wonderful job that has been done in raising funds for the HUB.

Janet stated that she and Rebecca met with Congresswoman Virginia Foxx this week. Janet stated that there has been a redistricting of the area Ms. Foxx represents, and she is trying to introduce herself to her potentially new constituents – she is up for reelection and she wants to be familiar with the area she would be representing.

Janet stated that she talked with Ms. Foxx about the HUB, and the dedication and open house for the Mitford Museum.

Rebecca stated that Ms. Foxx indicated that when we have open house she would like to have a Proclamation to read on the floor.

Potential Donations: Kathy discussed some potential donations that may be coming in, and she stated that a potential donor had requested information about where the HUB Station project is at this point. She stated that he wanted to make sure expenses for operation of the building are covered.

HUB Landscaping Agreement:

Ann stated that Jan Karon has indicated that she wants to give a donation for landscaping for HUB Station. She is proposing a \$25,000 donation with us being committed to raising any other funds needed. Ann presented an agreement for the landscaping, and she mentioned that one of Jan's main concerns is that the landscaping not require continuous work to maintain.

The agreement was presented as follows:

HUB Landscaping Agreement

Need photos of all front areas, including a long shot of the building and frontal grounds

A donation of \$25k to the Town of Hudson from the Mitford Museum, is to be used exclusively for landscaping areas in the front of the HUB building. The donation requires an install in late October or early November to allow plant material time to winter in and become stable for the proposed Grand Opening of the Mitford Museum in spring.

The Town would be required to obtain two estimates—both from *professional landscapers with full crews and equipment*, and each with three references from satisfied customers both residential and corporate. The Museum tenant, Jan Karon, would like to participate in the choice of landscapers.

The landscaper's proposal/estimate must include a measured drawing of the area to be addressed, and that specifically names plant material, both new and existing, and shows its placement.

Their estimate must also include:

Power washing

The concrete walkway and all other concrete and brick surfaces in the area of the auditorium entrance and the flanking entrance to the former classroom must be power washed.

Removal

Remove all faded or outdated signage, and all white vinyl fencing and arbor. Any re-placement of the vinyl material would be handled by the HUB, and must be out of view from the street.

Reclaiming the pool area

1. To prevent garden soil from escaping onto the walkway, we may need to use steel edging to inhibit soil movement.
2. Dig out current pond and do what is necessary to create a new pond that insures a healthy water feature environment.
3. Disguise any hoses, pipes and other pond equipment.
4. Clean the bronze sculpture.
5. Remove any useless posts, poles, or old signs.
6. Install new low-maintenance plant material. Make use of the pond's existing rock border, which may need supplemental rock of the same geological type.
7. Remove all old mulch and replace with fresh, dark (but not dyed) mulch, contained by steel edging.
8. Remove all pots from the primary bed. It may behoove the Town to remove the few bushes in the primary bed to the rear of the property and install in the primary bed a low-growing hedge of evergreens that are less needful of water, enjoy full sun, and are attractive year-round. A hardy flowering plant could be possibly interspersed with the evergreens.
9. Examine what may need to be done, if anything, to enhance the good bones and design features of the monument area.

The 25k is for the new work described above and does not include maintenance, which needs to be done professionally and regularly. The Town would benefit from signing a maintenance contract with the landscaper if the landscaper proves satisfactory.

Perhaps other donors could endow grounds maintenance to cover monthly clean-ups with weeding and the hauling of debris; pruning; fertilization; and fresh mulch in spring and fall. Mulch doesn't need to be applied heavily, only enough to freshen the appearance of the beds.

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Ann stated that Landscaper Richard Story came and looked over the project, and is working on an estimate for the project. She commented that they also plan to get a second estimate for the work.

Rebecca stated that the Town's landscaper is certified and should be able to handle the maintenance of the landscaping.

Ann stated that she would like to have a consensus of the Committee Members as to whether or not we want to pursue this project.

It was the consensus of the Committee to pursue the landscaping project.

Adjournment:

Motion: (Larry Chapman/Rick Shew) to adjourn the meeting. Unanimously approved.

Tamra T. Swanson, Town Clerk