

Minutes

Regular Meeting - Asa Waters Task Force

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MILLBURY, MASS

Date: July 18, 2017 Time: 6:00 PM

Meeting called to order at 6:05 PM

Present: Sandy Cristo (welcome back from leave of absence), Jen Atteridge, Mary Griffith, Paul Routhier, Armand White and John McElroy (Mansion Director)

Absent: Jeff Dore

Visitors: John Adams (selectperson), Pauline Tranter, Tom Griffith, Dennis Hill, Dee White and Terry Mattus

1. Minutes of June 13th meeting were not available.
2. Directors Report:
 - A. Sprinklers – mostly ok. Mike Lynch has been contacted
 - B. Electrical service – John has contacted R+M Electric. Expected to work with DPW – September installation targeted
 - C. Oil – New vendor has been contacted: Devaney (Shrewsbury) – John working with them on new proposal (they also provide oil service)
 - D. Locksmith – Period specific locks being investigated (Nick – contacted by John)
 - E. Curtains – Linda Pothier is in process on them – coming soon
 - F. Bandstand – Concert scheduled for Wednesday, July 19th at the bandstand
 - G. Naff Report (Millbury Public Access Channel) – John was interviewed a few weeks ago
 - H. Telegram – Interview with John scheduled for Thursday, July 20th
 - I. 'Light Side' interview planned in coming days
 - J. John and Paul are in the process of drafting a review of the impact of Mansion Volunteerism
 - a. Scott Despres (selectperson) also has inquired as to mansion volunteering
 - K. Drag Brunch – was well received – a few Mansion rental inquiries have resulted – Bartenders were TIPS certified
 - L. Request was made to have windows cleaned before installing new window treatments
 - M. Asa Waters web site is in the process of being totally revamped – expected to be completed within next 2-3 weeks – It is expected to have Google Calendar integration with the Town of Millbury website
 - N. First floor central A/C has been repaired (Service Solutions)
 - O. New events planned:
 - a. Another brunch
 - b. Onsite Ukranian/Pysanky egg decorating workshop and tea being evaluated
 - c. Halloween event (to be evaluated with Friends of Asa Waters)
 - d. John to provide a list of mansion bookings at each Task Force meeting in the future
 - P. Liquor license
 - a. Bereavement will not be charged a fee, but any caterer used, should provide a license (if liquor to be involved in the event)
 - i. True regardless of whether liquor is being sold or given away
 - b. 'In effect' liquor license to be posted on refrigerator in the kitchen
 - c. 'In effect' food license to be posted on the refrigerator in the kitchen
 - Q. Fire inspection – John awaiting contact by Fire Dept.
 - R. Interfacing w/ Friends of Asa Waters

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a. Volunteers

- i. After much discussion, Friends will be encouraged to 'count' their volunteer hours whether at a Friends event or a town event
- ii. Usage of Friends 'equipment/supplies' was not discussed in detail – needs to be reviewed at subsequent meeting
- iii. Coordination of events needs between Friends and the Task Force is needed – hoping an integrated calendar will be available via the 'New and Improved' website – Communication between TF and Friends is critical

New Business-

1. Jen Atteridge recommended using group norms to establish better relationships between the task force and director.
 - a. Once example was to QTIP: Quit Taking It Personally
 - b. Offsite training lead by a third party was advocated for the TF as well as the Friends
2. Jen also proposed that we take a different approach at TF meeting in the future whereby members of the TF only, are to be involved in the discussion of agenda items (unless there is a specific item on the agenda involving other(s), until the end of the meeting when the agenda item, "Does anyone have anything new to discuss" is raised. The purpose of this is to shorten meeting duration and remain focused on the agenda.
3. A new sub-committee was also proposed in order to help improve communication between the Director, the Friends and the TF
 - a. Members (5):
 - i. John McElroy (Director),
 - ii. Friends: Terry Maddus and Pauline Trantor and
 - iii. TF: Mary Griffith and Jen Atteridge
 - b. This sub-committee (it has no formal name yet) would function on an as needed basis with the intent of working through the myriad of issues resulting from changes in Mansion related leadership roles
4. August 1 is National Night Out and is being celebrated at Washington Street field from 6-8pm (sponsored by the Police Dept.)

Motion was made to adjourn by Mary Griffith at 8:10 PM. Seconded by Jen Atteridge.

Respectfully submitted, Paul Routhier (in Jeff Dore's absence)

Next TF Meeting is scheduled for September 5th @ 6:00pm in the Mansion.

