

Minutes

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Regular Meeting -Asa Waters Task Force

Date: October 2, 2018

Time: 6:00 PM

Meeting called to order at 6:10 PM by Chairperson Sandy Cristo

Present: Sandy Cristo, Mary Griffith, Jeffrey Dore, Paul Routhier, Katherine McKenna, Chris Naff, and John Mc Elroy

Absent: Armand White

Visitors- None

Minutes of September 13th meeting were provided for signatures. A motion was made to accept as amended by Chris Naff, and seconded by Mary Griffith. So voted.

Nominations: Jeff Dore opened nominations for Chairperson of Task Force. (Sandy stepped down as Chairperson). Katy McKenna nominated Chris Naff, and was seconded by Mary Griffith. With this being the only nomination, Chris was voted in as Chairperson of the Task Force unanimously.

Directors Report:

- 1) John provided members with update on past events held, future events planned, and bookings made.
- 2) John discussed the need make contact with person recommended for possible grant writer.
- 3) An update was given on safety inspections that were conducted.
- 4) Awaiting further info on column cost.
- 5) An update was given on the master plan from the committee. Task Force took time to visit the second floor rooms including the museum to better understand the needs dealt with in master plan.
- 6) John gave update on several meeting he attended.
- 7) Planning is underway for New Years Eve event.

Friends- None

Old Business:

1. Project Updates: Waiting for good weather to seal and line parking lot. Update provided on Green Community projects. Need letter from MHC on insulation.
2. Policy Updates:
 - A. Liquor license- Decision tree for liquor was reviewed and updated.
 - B. Bereavement policy final copy was passed out.

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3. Job Description: HR doesn't want to discuss it, and wants it put on "back burner". Maybe we need to meet with HR Manager?
4. Security System: John has estimate of about \$1400.00 for "Nest" system.
5. Ceiling repairs- Looking for cost estimate to repair ceiling in Mrs. Waters study.
6. Inventory- Overall inventory still incomplete, but Jeff and Paul did door inventory and found 10 "old" mahogany doors and some others.
7. Historical Society possession documentation-Who has responsibility of documenting possession/storage.

New Business:

1. Updating of facilitators handbook. 1st reading.

Motion was made to adjourn by Mary Griffith at 8:52 PM. Seconded by Sandy Cristo. So voted

Respectfully submitted, Jeffrey Dore-Clerk

Next meeting November 14th (Wednesday)

Jeffrey Dore Clerk

Kathleen M. Miller Paul E. Louthin
