

Minutes

Date: August 2, 2016

Time: 6:00 PM

Meeting called to order at 6:00 PM by Sandy Cristo

Present: Sandy Cristo, Mary Griffith, Jeff Dore, Jen Kephart, Dennis Hill, Judy Murphy, Catherine Elliott and Armand White

Absent: None

Guests: Sandy Denaris, and Pauline Tranter

Minutes of May Meeting not available. Minutes of June meeting were accepted as presented. Minutes of July meeting were not available.

Catherine's Report:

1. The request to Mass historical Commission for the bandstand/walkway project was e-mailed and regular mailed to them on July 25 2016.
2. Fire extinguishers were inspected and a couple of old ones were replaced.
3. Looking for thoughts on making some modifications to improve rental opportunities. When/if changes are made we will need to update all master rental agreement for future bookings. Should we leave current bookings as is, or change them.
4. Restoration punch list: South side of main house really needs painting; handicap ramp needs painting, replace cracked glass in great room door.
5. We are looking at a possible donation of Waters arms. I will be over the period of 4 years,
6. The Task Force needs to work on a Transition Plan. A discussion on what we could do about the Director's position, and how to do occurred. We were looking for as temporary part time position. After some discussion, Armand White made a motion to recommend Pauline Tranter be appointed temporally, to the position of facility coordinator, on a temporary basis, to the Acting Town Manager. Seconded by Jeff Dore. So voted.

Friends: - Sandy gave update on upcoming events. She also indicated next meeting would be August 16th at noon

Old Business-

1. Jeff had no updates on projects he was working on.
2. Dennis gave update on HVAC system.
3. Dennis gave update on gazebo. He also noted Mass Historical Commission document were sent.
4. An update was given on Building Inspector and Fire Chief's list

New Business-

1. During Town-wide public events someone should be present to open the mansion for the public to allow for use of restrooms. Dennis Hill made a motion to open the Mansion for all cultural events and if necessary to set-up the white chairs. Seconded by Mary Griffith. So voted.
2. In order to get started on the appointment of a Mansion Co-ordinator, the current Town job description was for Asa Waters Mansion Director was read, reviewed and modified.

Motion was made to adjourn by Mary Griffith at 7:26 PM. Seconded by Judy Murphy. So voted.

Respectfully submitted, Jeffrey Dore-Clerk

Next meeting TBD

<i>Armond White</i>	<i>Dennis Hill</i>
<i>Jeffrey Dore</i>	<i>Sandy Cristo</i>
<i>James Kent</i>	<i>Judith Murphy</i>