

MILTON TOWN HOUSE STEWARDSHIP COMMITTEE

WEDNESDAY, DECEMBER 14, 2016

Present: John Katwick (Chair and Project Manager), Suzanne Babel (Recorder), Judy Kimball (Treasurer), Polly Katwick, Al Banks, Loretta Banks

Meeting was called to order at 4:40 p.m. by John Katwick, Chair

Introductory Remarks – John

- The 2016 Monitoring report that is required by LCHIP is completed and has been sent out. Hopefully, we will receive the \$200.00 award for the report soon.
- John was very happy to announce that the Milton Town House Stewardship Committee received a substantial donation in the amount of \$5,000.00 from Mrs. Paula Pratt. The donation was made in memory of her husband (John C. Pratt). Much discussion ensued on how to thank Mrs. Pratt for her very generous donation. It was decided that we would give her a “Town House” item along with a bouquet of flowers, and a special thank you card. John has volunteered to ask Susann Brown to enlarge the current picture that is on our thank you notes – John will have it matted and framed. The sketch and flowers will be hand delivered by John to Mrs. Pratt.

Approval of Minutes (11/16/16)

- John moved, seconded by Judy that the November 16, 2016 Minutes be accepted. Motion was carried.

Financial Report – John & Judy

- Transactions this month included:
\$36.00 for T-shirt sales
\$3,250.00 for Robert Dawes (carpenter)
- January – December 2016
Receipts = \$12,252.03
Disbursements = 8,979.98
Ending balance = \$13,105.25

John moved, seconded by Judy to accept the December 14, 2016 Financial Report. Motion was carried.

Invoice Submissions:

- Milton Hardware for the amount of \$54.52. John moved, seconded by Judy for approval to pay Milton Hardware \$54.52. Motion was carried.
- Middleton Lumber Supply for the amount of \$213.12. John moved, seconded by Judy for approval to pay Middleton Lumber Supply \$213.12. Motion was carried.
- John is requesting reimbursement for the following invoices:
 - Steven Jeffery - \$80.00 (kitchen bar top)
 - 3 Granite Steak gift cards as a thank you to the following people for \$150.00.
 - Steve Porter, Sebastian Septic, Garry Perkins
 - Old sink basket and strainer (\$23.87)
 - Cabinet hardware from Lowes (\$63.07)John moved, seconded by Judy for approval to reimburse John for the amount of \$316.94. Motion was carried.
- John requested approval to pay Robert Dawes (carpenter) the final amount up to \$2,300.00. John moved, seconded by Judy to allow John to pay Robert Dawes up to \$2,300.00 as a final payment. Motion was carried.
- John requested approval to spend up to \$4,000.00 for the Septic system. John moved, seconded by Judy to allow John to spend up to \$4,000.00 for the Septic system. Motion was carried.
- Total amount requested for all invoices is \$6,884.58
- The second half of the Moose Plate grant in the amount of \$3,750.00 will be deposited into our account once the work is completed.
- We will have \$9,970.67 to start the new year.

Project Manager's Report – John

- Septic system –
A dig permit has been submitted to the Town which has been approved. The work is planned for this year (weather permitting). The Department of Environmental Services has also approved the design of the Septic system. Garry Perkins will get a state permit for approval to dig.

New Business:

- John submitted pictures to the committee of the work to date inside the Town House. The following work is being done by Robert Dawes (carpenter):
 - Steps to the stage area are completed.
 - All of the finish work around the doors are also completed.
 - The panels and walls by the kitchen area have been repaired, sanded, and filled.
 - The bar area is all set and leveled up.
 - Cabinets are installed.
 - Steve Porter has begun to wire the kitchen area.
- John and Bob have completed all of the shutters.

- John would still like to receive comments/ideas/suggestions for the report that he needs to submit for the Milton Annual report.

Next Meeting: Wednesday, December 28, 2016 at 4:30 p.m. at the Emma Ramsey Ctr.

A motion was made and approved to adjourn at 5:20 p.m.

Minutes prepared by Suzanne J. Babel, Recorder

DRAFT