

MILTON TOWN HOUSE STEWARDSHIP COMMITTEE

WEDNESDAY, APRIL 27, 2016

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

Supporters: Gordy Maness

Meeting was called to order at 4:35 p.m. by John Katwick, Chair

Introductory Remarks – John

- Our Bluegrass event is on and plans are progressing for getting everything ready for the concert.
- John went over the Facilities policy for hosting an event in a public building. He has called his own personal home owner's insurance for information and found out that he could cover the event at no extra charge on his policy. However, the Town of Milton (Recreation Dept.) has a policy in place which we will use for our concert since it is a "sanctioned" event. Non-sanctioned events using public Town buildings will have to be covered for liability insurance through the contact person renting the building.
- John has decided not to apply for an LCHIP grant for 2016.

Approval of Minutes (4/13/16)

Gordy moved, seconded by Judy that the April 13, 2016 Minutes be accepted. Motion was carried.

Financial Report – John for Judy

• Beginning balance	\$9,833.20
Total receipts	860.00
Total available	10,693.20
Total disbursements	494.34
Ending Balance	\$10,198.86

Invoice Submissions:

- John requested reimbursement for up to \$150.00 from Middleton Lumber Supply for the steps and rail that is being built next to the outside entrance. Tom moved,

seconded by Judy to reimburse John up to \$150.00 from Middleton Lumber Supply. Motion was carried.

- John requested reimbursement for 2 fire extinguishers and 1 smoke detector from Lowe's Home Improvement in the amount of \$119.91. Tom moved, seconded by Gordy to reimburse John \$119.91 from Lowe's Home Improvement. Motion was carried.
- John requested reimbursement up to \$97.00 from Milton Hardware for supplies needed for the Town House. Tom moved, seconded by Judy to reimburse John up to \$97.00 from Milton Hardware. Motion was carried.
- Maria requested reimbursement for the purchase of Milton Town House T-shirts in the amount of \$426.50. We now have 10 T-shirts in every size and in both green and pink. John moved, seconded by Judy to reimburse Maria \$426.50 for the T-shirts. Motion was carried.

Project Manager's Report – John

- John, Polly, and Bob have been busy scraping the loose paint from the walls and filling in the bad areas. The top edge of the walls will be painted by Craig's Painting next week. Craig's Painting is donating their labor!
- John wanted to go over the items that the Milton Fire Dept. has requested that we have in place before our concert. A March 21 walk through from the Fire Dept. resulted in the following items to be completed:
 - Smoke detectors are needed.
 - Someone with official status needs to be designated as the point person in case the building needs to be evacuated. John said that he would be willing to do this. The BOS will need to approve this before the event.
 - No live Holiday greenery.
 - No occupation of the building after dark.
 - Fire Extinguishers need to be installed next to each Exit.
 - Smoking is prohibited inside the building, but will be allowed outside.
 - Fabric (such as curtains), etc. need to be non-flammable.
 - A hand rail will need to be installed at the door entrance.
 - Electrical wiring that was hanging on the wall has been removed.
 - Exit signs have been mounted.
- Steve Porter is finished with the Phase II electrical work on the south side wall.
- Gordy has finished the steps for the outside entrance is currently working on the hand rail.
- Gordy is also checking on the Outdoor sign. Andrea has donated the cost of the sign. It will be mounted outside in the garden. The letters at the bottom of the sign will be weather protected and locked.
- The septic tank at the Quonset hut will be dug out by Sur Construction on May 2 when the new Fire Station is slated to begin construction. The septic tank is a 1200 gallon holding tank. The Highway Dept. has agreed to pull it out and drain it along with storing it. Gary Perkins, who owns a Concrete business, has agreed to set the tank for us when we are ready. Gary has donated \$10.00 (the price of two concert tickets) for our event.

Fund Raiser event (Concert on May 14th)

- John has ordered a Potty house for our event – it will be delivered on Friday, 5/13.
- John will call the Fire Dept. to come and do a final inspection once all of the items that were addressed by the Fire Dept. have been completed.
- Here is a line-up of the food items so far –
Judy – Hamburger Soup and a baked item
Suzanne – Beans & Hot Dogs, filled sandwich rolls, and a baked item
Loretta – A crock pot main dish and a baked item
Polly – Paper goods and a baked item
Maria – Beverages (coffee, tea, water, etc.....)
- Gordy is still trying to contact Ron Cole from Foster's for some publicity and a possible story.
- Lighting is very important for a concert of this type – Gordy will work with what we have so that it will meet his needs.
- John will ask Karen from the Recreation Dept. for more chairs – we may want to set up 75 – 100 chairs.

Member Appointments – John

- John went over the terms of office for each individual member on the MTHSC. These members include voting as well as non-voting members. Discussion ensued concerning the fact that the Town officials are asking that members be “sworn in” if they want to serve and/or have voting rights. Some committee members were uncomfortable with this policy. Tom has agreed to check with Jim Sessler, the Town attorney for clarification.

New Business:

- Suzanne announced that she sent a “Get Well” card to Tom Gray from the Committee.

Next Meeting: Wednesday, May 11, 2016 at 4:30 p.m. at the Town House!

A motion was made and approved to adjourn at 5:40 p.m.

Minutes prepared by Suzanne J. Babel, Recorder