

MILTON TOWN HOUSE STEWARDSHIP COMMITTEE

WEDNESDAY, MARCH 30, 2016

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

Supporters: Gordy and Maria Maness

Meeting was called to order at 4:30 p.m. by John Katwick, Chair

Introductory Remarks – John

- Judy is up and about, she is feeling better and recovering.
- Tom is currently in the hospital – hopefully, he will be out soon.
- There may be a new policy or rule/regulation involving the swearing in of members that serve on Town committees. John is not sure what this entails, but said that he will look into it.

Approval of Minutes (3/16/16)

John moved, seconded by Bob that the March 16, 2016 Minutes be accepted. Motion was carried.

Financial Report – John for Judy

• Beginning balance (3/21/16)	\$9,893.20
Total receipts	800.00
Total available	10,693.20
Total disbursements (None)	
Ending Balance	\$10,693.20

Invoice Submissions:

- There were no invoice submissions at this time.

Project Manager's Report – John

- John has talked with Steve Porter about getting started with our Phase II electrical work. Steve will probably get an estimate of the work to John next week.
- John asked for a motion to have Tom Drew make our new PVC sign for the cost of \$575.00. Events will be announced with plastic letters at the bottom of the sign. Gordy

has graciously agreed to work with Tom Drew on the sign. Bob moved, seconded by Gordy to have Tom Drew make the sign for the amount of \$575.00.

Fund Raiser event (Concert on May 14th)

- All agreed that Saturday, May 14th from 5:00 – 7:00 p.m. will be the concert date.
- We will need to secure a one-day special event liability insurance. John has called his personal insurance company to apply for it. There is no cost to John.
- The Fire Dept. inspected the Town House recently to review code requirements. Before the building can be used for a public event, the following requirements are needed:
 - (a) Hardwired smoke detectors need to be installed.
 - (b) Someone with official status will be responsible in the event of an emergency so that person can supervise the emergency evacuation process. John has volunteered to do this.
 - (c) There will be no live holiday greenery inside the building.
 - (d) There will be no occupation of the building after dark. John will install temporary lighting before the concert.
 - (e) A fire extinguisher is to be located within reach of each exit. John will make sure that these are positioned in the appropriate place.
 - (f) Smoking is strictly prohibited. Smoking outside (20 feet from the building) is acceptable. John will bring some kind of receptacle for this purpose.
 - (g) Any fabric materials will be fire rated or treated with a fire retardant or removed.
 - (h) Install a handrail at emergency egress door. One door will need this and John and Gordy will install it.
 - (i) Fix electrical wiring that is hanging on the back wall of the building. John will clean this up.
 - (j) Install exit signs above egress doors, these do not need to be lighted if the building is not occupied at night. John can install these as well.

Once these items have been done, a place assembly permit will be issued and the occupancy limits will be defined on the permit.

- Seating for the concert was discussed. It was decided that 75 chairs would be sufficient. John and others will count the chairs we currently have and borrow the rest from Karen Brown in the Rec. Dept. if we need more.
- Maria suggested a Friday (5/13) set up for the concert.
- Parking area signs will be put out by John. John will try to have the entryway to the parking lot graded before the concert.
- We will probably need 3 long tables for food, T-shirts, and CD sales.
- Gordy indicated that he should be all set for his electrical needs.
- John will contact Sebastian Septic to get a potty house delivered before the concert.
- Maria was given the go-ahead to order the necessary T-shirts for the event.
- We will charge \$5.00 for the concert.

New Business:

- Maria suggested that we try and recruit people to serve on our committee. Discussion ensued concerning this, and it was decided that we would try and talk to people as we promote the concert and maybe even have some sort of sign-up sheet at the concert.
- John will get in touch with Foster's to see if they would be willing to do a story about our first public event in the Town House. Perhaps they can come on Saturday, 5/14 to take pictures and do a write up.

Next Meeting: Wednesday, April 13, 2016 at 4:30 p.m. at the Town House!

A motion was made and approved to adjourn at 5:30 p.m.

Minutes prepared by Suzanne J. Babel, Recorder

