

## **MILTON TOWN HOUSE STEWARDSHIP COMMITTEE**

**WEDNESDAY, MARCH 16, 2016**

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

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

### **Introductory Remarks – John**

- Judy has been experiencing some medical issues. She was recently hospitalized but is now home and being cared for by her son. John asked Suzanne to send her a Get Well card from the committee.
- Gordy and Maria are vacationing in Mexico for 2 weeks.
- John applied for another Moose Plate grant in the amount of \$7,400.00. He is hopeful that it will get approved because the grant agency denied his previous application based on lack of funds. He was encouraged to apply again for this round. Notification of the grant will be out by the end of June.
- John read a letter from Gordy and Maria suggesting an idea for a Town House fund raiser. They would like to put on a concert at the Town House. Two dates were given (5/14/16 or 4/30/16). John suggested that 5/14/16 would be a better date. The concert would be from 5:00 – 7:00 p.m. Gordy and Maria suggested that we could sell baked goods along with coffee, tea, hot cocoa, and other beverages which they would donate and help serve. Gordy would bring his CD's to sell as well. The Town House T-shirts would also be made available for sale. Maria would like at least 10 T-shirts in every size and in both green and pink. The charge for the concert would be \$5.00 per person. A motion was made by Bob to have Maria purchase the recommended amount of T-shirts that we would need. The motion was seconded by Al.
- Maria also gave John \$60.00 for recently sold T-shirts.

### **Approval of Minutes (11/18/15 – 4:35 p.m.)**

Bob moved, seconded by Polly that the November 18, 2015 at 4:35 p.m. Minutes be accepted. Motion was carried.

### **Approval of Minutes (11/18/15 – 5:11 p.m.)**

Bob moved, seconded by John that the November 18, 2015 at 5:11 p.m. Minutes be accepted. Motion was carried.

## Financial Report – John

• Beginning balance (2015)	\$6,716.96
Total receipts	4,091.15
Total available	10,808.11
Total disbursements	974.91
2015 year-end balance	9,833.20
Beginning balance (2016)	9,833.20
Total receipts (T-shirt sales)	60.00
Total available	9,893.20

## Invoice Submissions:

- John requested reimbursement for the following purchases:
  1. Printing costs for the Moose Plate grant application in the amount of \$60.98.
  2. Postage costs to send the Moose Plate grant in the amount of \$9.85.

A total of \$70.83 was requested by John for reimbursement. Bob moved, seconded by Suzanne to reimburse John in the amount of \$70.83. Motion was carried.
- John and the electrician (Steve Porter) met at the Town House to discuss Phase II of our electrical needs. John mentioned that we would need to have some if not all of the work done before the concert on 5/14. He has asked Steve Porter for an estimate for the work. John requested approval to pay Steve Porter up to \$1,500.00 for material needed. Bob moved, seconded by Suzanne to allow John to pay Steve Porter up to \$1,500.00 for material needed. Motion was carried.

## Project Manager's Report – John

- The counter top bar sections were removed from the Town House and stored at the School House. John sketched out a design for the kitchen and shared the sketch with Committee members. Enthusiastic discussion ensued concerning our new kitchen!
- The Moose Plate grant, if approved, will be for the hiring of a finished carpenter. Some of the work will be for the kitchen and floor edgings.
- John shared a picture of the beautiful steps Gordy made that lead up to the stage on both sides. They are gorgeous!
- The old Sacred Heart church sign will be renovated – it has been stripped and primed by Gordy. Andrea did not care for the sign and proceeded to get prices for the sign from Tom Drew here in Milton. The renovation of the old sign would cost about \$485.00, but a new sign made of PVC would cost about \$575.00. The PVC would be more durable and committee members suggested that we go with the PVC material. A pole holder for a flag was also suggested. The sign would say "Milton Town House, established in 1803". There will be room near the bottom of the sign to announce special events in plastic letters – just like the ERC sign. Andrea has agreed to donate the cost of the sign.

- The walls inside the Town House are peeling. They will need to be scraped and re-painted.
- John will contact Sebastian Septic to arrange for a potty house for our concert event.
- Amy Dixon will be taking over for Ms. Gagnon as the person who will review applications to the Moose Plate grant.

### **New Business:**

- None

**Next Meeting: Wednesday, March 30, 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**

