

## **MILTON TOWN HOUSE STEWARDSHIP COMMITTEE**

**WEDNESDAY, APRIL 13, 2016**

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

**Supporters:** Gordy and Maria Maness

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

### **Introductory Remarks – John**

- John gave a heartfelt thank you to the committee members for their support while his daughter is being hospitalized for a serious medical condition.
- Judy has been seen around town and is up and about! She made it to our meeting today! It was very nice to see her!
- Tom has been through surgery but is still not able to go back to work. Suzanne will send him a card from the Committee.

### **Approval of Minutes (3/30/16)**

Gordy moved, seconded by Loretta that the March 30, 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 | 70.83       |
| Ending Balance      | \$10,622.37 |

### **Invoice Submissions:**

- There were no invoice submissions at this time.

### **Project Manager's Report – John**

- John has contacted his insurance company for liability insurance for our concert event. This will not impact his insurance contract. This seems to be the standard operating

procedure for any public owned facility. However, John will continue to pursue this procedure with town officials.

- John mentioned the fact that the Town of Milton is requesting that all committee members on all Town organizations be “Sworn In”. He is unsure exactly what this means as far as the Milton Town House Stewardship Committee and its members are concerned. He asked Suzanne to read the paragraph concerning membership from **The Stewardship Plan for Historic Structures Owned by the Town of Milton**. The paragraph reads as follows:

**Number of Members and Appointment.** The Board of Selectmen shall appoint four persons who will serve as the Town House Stewardship Committee (THSC) and they will be organized as the Chair, Project Manager, Treasurer, and Secretary. The THSC along with a Board of Selectmen representative will serve as the Executive Committee. The Executive Committee shall total five members. Additionally, the Board of Selectmen shall appoint six additional persons from the Town at large to serve as At-Large members. The total membership of the THSC shall be 11. The Executive Committee may recommend At-Large members to the Board of Selectmen for appointment. In addition, interested individuals may submit a letter of interest directly to the Board of Selectmen. All members will have voting rights.

- John met Steve Porter at the Town House to get a quote for Phase II of the electrical work that we need to do. An itemized quote was given to John. He is asking for ½ of the total amount now and the other half when the job is completed. He will be buying the supplies needed from Rockingham Supply since the Town of Milton receives a discount from them. Steve has generously donated his labor for the electrical work!
- Currently, the Town of Milton reimburses John for supplies purchased for Town House business. However, John would like to set up a Purchase Order system instead of the reimbursement method of payment whenever possible.
- Gordy has met with Tom Drew concerning our outdoor sign. He explained that we will have the opportunity to advertise with lettering at the bottom of the sign as our needs arise. Tom said that he will be able to start the sign in about a week or two. The cost of the sign is being donated by Andrea (Gordy & Maria’s daughter).

### **Fund Raiser event (Concert on May 14<sup>th</sup>)**

- The Fire Dept. will inspect the Town House once John mounts another smoke alarm and buys another Exit sign. These will need to be completed before the concert so that the Fire Dept. can come and give us the green light for the concert.
- A hand rail will need to be built and placed outside next to the entrance door before our event.
- The Town Highway Dept. has already graded the Town House parking lot. It is all ready for the concert.
- Maria has already ordered the T-shirts. They will be ready in about a week.

- John asked for help to contact Foster's to advertise our concert and to do a story about our efforts – volunteers would be welcomed to join our Committee! Gordy has agreed to do this – the contact person at Foster's is Ron Cole (603-312-4784).

### **New Business:**

- John's time is very limited right now – he is asking for committee members to help get the Town House ready for the concert. Several members volunteered to help!
- Maria talked about what kind of food to serve at the event – we all agreed that light finger food, crock pot items, baked goods, and beverages should be available. Here is what has been suggested so far –  
Judy – Hamburg Soup and a baked item  
Suzanne – Beans and Hot Dogs (crock pot) and a baked item  
Loretta – A crock pot item and a baked item  
Polly - ?
- Gordy will develop flyers for the event and distribute them around the area.

**Next Meeting: Wednesday, April 27, 2016 at 4:30 p.m. at the Town House!**

**A motion was made and approved to adjourn at 5:15 p.m.**

**Minutes prepared by Suzanne J. Babel, Recorder**

4.13.16TH