

Memorial Hall Board
Minutes April 22, 2013
DRAFT

Present: Fran Alfieri, Carlotta Gladding, Alan Greenspan, Alice Greenspan, Jeanne MacDougall, Scott Murphy

Guest: Dale Doucette

Absent: Robin Howe

Jeanne called the meeting to order at 3:05.

Bathroom Construction update: Scott reported that the ADA bathroom renovations were almost completed. Alice voiced concern whether panel doors were being used to maintain the historical integrity. Four instant hot water heaters will be installed including one in the basement bathroom. When the work is done, the board will be able to provide suggestions on accessorizing the bathrooms.

RFP's: Jeanne provided copies of the town's April 22 Request for Proposals for Architectural and Engineering Services for the Historical Renovation of Wilmington's Memorial Hall. The board reviewed the document and provided positive feedback to Scott on the aggressive timetable outlined for the phased renovation. Scott will keep us informed about any possible outside assistance regarding air conditioning.

Ann Cousins Email: Carlotta passed along information regarding other buildings with similar window covering challenges that Ann suggested we contact. She will forward the Preservation Trust Restoration Directory. She mentioned there might be grant money available in the fall from the Vt. Division for Historic Preservation. Carlotta and Jeanne will follow up.

Revised Fee Schedule: The new document was handed out. Dale voiced concern that there was no mention of a damage clause. This is covered in the actual application to rent the hall.

Grants: Carlotta and Jeanne will pursue.

Dimmer: Dale located a good deal from Canada and is awaiting response via email to his inquiry. Scott has given him authority to use the town's credit card for a purchase of the dimmer which had been approved previously.

Locked equipment cabinet: Stage electronic equipment needed for performances will be securely locked.

Future Bookings: Alan voiced concern about the lack of available dates for board sponsored events because of multiple bookings by Wings given the Select Board's decision not to permit any long term use of the hall. Scott mentioned that Andy Hauty, representing Wings, is amenable to changing dates if there was a conflict. Dale would like to book another Singer Songwriter Series but will need to confer with multiple musicians on their availability before he secures a date. Alan reminded him to fill out a booking application as soon as he knows. Alan reiterated his interest in being on the board is to book the hall but needs help with PR which we all agreed to help with. Carlotta has a list of PR contacts she uses to advertise events we sponsor.

Piano: Fran made a motion to call Lenny Chapman to thank him for the offer of the free piano however, we're not interested in it. Cost of having an appraisal of condition and repairs, storage and upkeep were discussed. Carlotta seconded; motion carried. Fran will call Lenny.

Board Vacancy: Doris indicated in an email that she would like to be reappointed to the board. Mary Towne will ask Scott if she needs to go through another interview process.

Other Business:

Flower Boxes: Carlotta mentioned that the flower boxes are in need of replacement as they are rotting. Jeanne will ask Scott for approval to buy some composite material for Dale and Fran to build replacement boxes.

Garden: Jeanne will contact Julie Moore to ask her to prune back some of the shrubs.

Farm sink for concession room: Jeanne will remind Scott that he had mentioned in previous meetings that while the plumber was doing the bathroom, he could look into the possibility of putting in a farm sink for the concession room

Sleigh: Jeanne will ask Brandon to throw away the boxes in the sleigh and ask Lenny Chapman about its removal.

Donation: Fran has access to a wooden table that could be used in the basement.

There being no further business, Fran made a motion to adjourn; Alice seconded; motion carried.

The next meeting will be **Monday, May 13 at 3pm.**

Respectfully Submitted,

Carlotta Gladding

Possible agenda items:

- RFP's- update
- Bathroom update/accessorizing
- Handicap access - update on redesign
- Farm Sink for concession room
- Grants
- Flower Boxes/gardens
- Dimmer
- Window Coverings
- Memorial Day
- Outdoor lighting
- Future Bookings