

Memorial Hall Board Minutes  
December 10, 2012  
DRAFT

Attending: Carlotta Gladding, Alan Greenspan, Jeanne MacDougall, Scott Murphy  
Guest: Dale Doucette  
Absent: Fran Alfieri, Alice Greenspan

Jeanne MacDougall called the meeting to order at 3:05.

**Minutes:** Carlotta made a motion to accept the minutes of November 26th meeting. Alan seconded. Motion carried.

**Meeting Schedule:** December 24th meeting is cancelled. The next meeting will be on our regular rotation of the 2nd and 4th Mondays, January 14 and 28th.

**Scott's Report:** Scott hopes to get the final architectural design for the ADA improvements from Bob Stevens by the next meeting. The town will then put out an RFP to contractors. You need to allow 30 days to advertise the RFP. Since it is hoped that construction on the bathrooms will take place in the winter, scheduling of events will have to take this into consideration. Scott said that finishing other projects in the hall will take place during the winter. Doug Swanson, Scott and Dale will do another walkthrough of the building to determine the necessary electrical needs throughout the hall in order to provide safe and efficient lighting. Dale and the board would like to see the basement completed in order to provide a viable space for performers.

**Evergreen Energy Audit:** On Friday, December 7 Jonathan from Evergreen conducted an energy audit. Chuck Clerici, the town's energy specialist provided a walkthrough before the audit and Carlotta and Jeanne tagged along. The blower door test was not completed because the front door was being used by performers setting up for the evening performance. Chuck and Jonathan suggested that the entire building be considered as one envelope and treated as such when making recommendations for energy improvements. Before the town receives the report, Alan suggested that we could do some interim buttoning up of the building such as putting insulation over exposed pipes and putting foam insulation on each of the window sills on the main floor and the storm windows should be lowered.

**HVAC Estimates** Scott will provide Fran Alfieri the names of some HVAC companies in addition to JC Tyler of Brattleboro so he can get some estimates and ideas how to install air conditioning, a necessity for anyone who wants to use the hall in the summer and how to improve the heat in the winter. Carlotta mentioned that perhaps we should

wait for the energy audit report as the furnace and heat exchanger will undoubtedly be mentioned.

**Authorization for purchase of dimmer:** Dale will send Scott the cost and specs for a dimmer for the hall, a necessity for any performances. The board had given approval for Dale to move forward with his request and at this meeting Scott authorized him to spend up to \$2000.

**Potential Programming:** The board actively wants to find a paid intern who will learn the technical skills pertaining to lighting and sound so as to find relief for Dale, Colby Dix and Bobby Edwards. We are grateful for their ongoing assistance when we have lighting and sound needs in the hall. Dale will write up what the job would entail so that we can publicize our need for a paid intern, \$50 per show. We should advertise at Marlboro, and Bennington College, The New England Youth Theater in Brattleboro, surrounding high schools and technical schools. This could be a resume builder for students. Ideas for future programs as proposed by Alan included River/Irish/Scottish dancers, an amateur magic show put on by youth and a Valentine's Day movie. Let's not forget the quilt appraisal day previously proposed by Sue Norton and a repeat of the popular old Deerfield Valley Fair and '38 flood old films sponsored by The Historical Society.

Carlotta mentioned that she had seen Anthony from the tap dance show and others loading the rolls of the Marley dance floor into a pick up last week as she was driving by. Dale reminded us that he had donated that floor to the hall some time ago and he had wondered where it was when he was backstage last week. Jeanne will follow up with Patti Burke.

**Narrative for town report:** Jeanne presented a first draft to which she will add a bulleted list highlighting events at the hall. She will email the board the final copy before submitting to Mary Towne.

There being no further business, Carlotta made a motion to adjourn. Alan seconded. Motion carried.

Respectfully Submitted,

Carlotta Gladding  
Secretary