

Memorial Hall Board
Minutes May 13, 2013

Present: Carlotta Gladding, Alan Greenspan, Alice Greenspan, Robin Howe, Jeanne MacDougall, Scott Murphy

Absent: Fran Alfieri

Guest: Doris Horton

Jeanne called the meeting to order at 3:05.

Minutes: Robin made a motion to accept the April 22 minutes. Alan seconded; motion carried.

Financials: Scott went over the financial report as of May 11. We have spent \$17,721 in this budget year which ends June 30. Heat and maintenance continue to be high line items but hopefully when the building is better insulated and with a newer more efficient furnace the heating expenses might be reduced a little.

Scott's Report: There has been a lot of interest in the RFP's for the engineering and architectural study. The deadline for submission is June 17. He reminded us that the work will be done in stages according to the priorities provided by the selected firm. Bob Stevens is still working on the ramp redesign which will hopefully be done by the fall. Carlotta and Jeanne will pursue grant opportunities for air conditioning and the furnace. Scott will follow up with his letter requesting assistance with air conditioning as he has not had a response. Carlotta and Alice had done a walkthrough of the hall and presented Scott with their observation list of things that need attention in the hall. The new bathrooms look great although a few items were not placed appropriately in the ADA bathroom-paper towel holder and toilet paper holders in all 3 bathrooms. Scott commented that the cleaning person has made only a dent as the building is very dirty especially because of the construction. The historical portraits and some of the art which were removed for the construction are on the stage and need to be carefully rehung. Measuring for spacing should be considered along with updating the booklet when the portraits are repositioned.

Flower Boxes: Scott has given Dale and Fran the go ahead to build 2 new flower boxes out of composite material.

Future Bookings: Alan will look into rebooking Ben the magician as there is a conflict with another local event on June 8.

The next meeting will be **Tuesday, May 28** because of Memorial Day.

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

Respectfully Submitted,
Carlotta Gladding