

## **Memorial Hall Board Meeting Minutes August 26, 2013**

**Present:** Carlotta Gladding (by phone), Alan Greenspan, Alice Greenspan, Doris Horton, Jeanne McDougall (Chair). Scott Murphy joined the committee shortly after the meeting started.

Jeanne called the meeting to order at 3:04

**Amended Minutes:** Alice made a motion to approve the August 12th minutes with the amended comments from Scott regarding the rule that no supplies were to be stored off site of Town Hall. Robin seconded; motion carried.

### **RFP Status:**

Two bids on the replacement of the furnace, air conditioning and duct work were received. Scott met with the bidders on Friday to see if they would lower their bids to possibly scale down the cost. One option would be to have two units elevated for heating /air. The other option would be to have one unit for heat and partial air conditioning then in the future, add a second unit. No bids were received as yet for the General Contractor work (ramp/support structures for heating unit installation). Scott was hoping to receive bids by Saturday. \$108,000 from the General Fund has been allocated. Alice suggested that the town get a bridge loan which Scott will look into.

**Status of Window Treatment:** Alice will contact Brian McCarthy to confirm the window treatments will be installed in time for the ITVFest. Coverings for the window arches have not been decided.

**Dimmer/Microphone:** Dale is out of town.

**Future Events:** A Circus Act (Oct 26), Square Dance (Nov 16) and Xmas programs

**Disclaimer on town website re MHCA:** Jeanne read her suggestion for a disclaimer to be published on our website. The purpose is to clarify who we are. The board agreed with the wording which will be forwarded to Scott for his approval.

### **Other Business:**

- \* The Historical Society will correct the placements of the portraits and update the map.
- \* The wheel chair in the front lobby of MH will kept there until Mary Jane Finnegan needs it.
- \* Alan announced that VPR will advertise MH events in their "Art Hound" segment.
- \* Doris suggested that the bottled water in the fridge is for MH users. They just need to be informed that the water supply should be replenished.
- \* The Hermitage will be supporting (\$) the Circus program.
- \* The MH Board needs to learn the lighting protocols to assist with the staging of MH events.
- \* Doris installed a curtain in the MH third bathroom to assure privacy.

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

Next meeting to be held on Sept 9. at 3pm in Town Offices.