

Minutes

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Regular Meeting -Asa Waters Task Force

2019 AUG 29 AM 10:56

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MILLBURY, MASS

Date: July 8, 2019

Time: 6:00 PM

Meeting called to order at 6:10 PM by Chairperson Chris Naff

Present: Chris Naff, Sandy Cristo, Katherine McKenna and Paul Routhier

Absent:, Armand White, Jeffrey Dore, John McElroy

Visitor- Linda Pothier (Friends)

1. Minutes of June 4th meeting not reviewed (insufficient copies). Plan is to review 6/4/2019 minutes at August 6 TF Meeting along with 7/8/2019 meeting minutes

2. Next meeting August 6th.

September meeting will be a joint TF and Friends meeting on 9/3.

3. TF Chairperson Report

A. Director Transition

1. No transition to date

2. Discussed whether Director position should be redesigned.

a)Decided to move ahead with same basic design

3. John has submitted his resignation to Town Hall

a) Departure no later than 9/15 (depending on Candidate

selection)

B. Posting of Director Position

1. Before posting, we need to have a Job Description

2. TF designed Job Description several months ago. It is to be distributed Electronically (Paul), reviewed and agreed upon within next 24 hours by TF

3. Resulting Job Description to be submitted to HR (Mr. Kelly) for conformance

Review

4. Resulting Job description to be posted

5. Hoping that the timing may avoid transition to an Interim Director

6. Screening Committee to consist of 3TF members and 2 from Town Hall

(HR)

a)Screening Committee would like to review all applications

C. External Business/Operation Review

1. Melanson Heath firm selected (by BOS) – present Audit firm of the town

a)Review began 7/8

b)Budgeted at \$5,500

D. Columns update

1. Dennis not in attendance for status update
2. Understanding is that Dennis has met with Wayne Salo for next steps
 - a) Design work ongoing

E. Financial Report

1. Director has prepared some Forecast Spreadsheets – proving helpful
2. Friends awaiting chair rental reimbursements from town hall
 - a) Unsure of status from Director on paperwork submission to

Finance

F. Major Spending Forecast Worksheet

1. Paul distributed DRAFT version of a spreadsheet that could be used by TF and Friends for project planning
 - a) Linda to attempt to use for former Ladies Room refresh (as a dry

run)

G. Mansion Painting

1. deferred to discussion with next Mansion Director

4. Friends

- A. Ladies Room update planned to begin 7/15 (2 weeks)
- B. Millbury Historical Society has responded to Friends' request for a donation with a check for \$3,500
- C. See F.1.a. above
- D. Discussed outstanding Electrical work and completion of Christmas Village electrical
 - a) \$2,700 to complete

Mansion

E. Landscaping – Friends have contacted Rutland Nurseries for work to bring

landscaping up to preferred design

- a) Steve Shaw has been volunteering
- b) \$1,200 bill from Robbins Nurseries expected (flowers provided to date)
 - i) Linda (Friends) has yet to see a bill

F. Bereavements

- a) Discussed recent facility coordination issue
- b) Linda questioned current Bereavement policy
 - i) Existing TF Policy to be discussed next TF meeting
 - ii) Paul to e-mail current policy for TF Review ahead of time

5. Director's Report

- A. Director report provided (Director not present to deliver)
- B. Spiral Steps and foyer
 - a) Director proposed work be done while Mansion is inactive (while Ladies' Room

Room

refresh)

- a) Friends have no budget for these repairs
- b) Detailed description of project desirables needed

C. Furnace Pipes

- a) Awaiting more details from Building Inspector

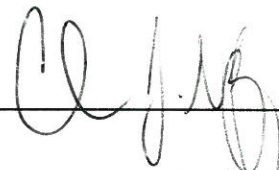
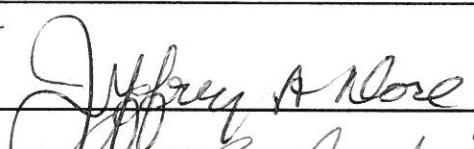
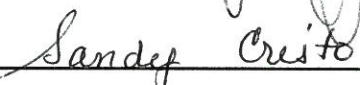
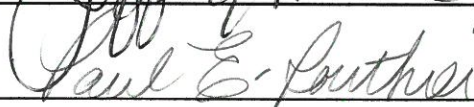
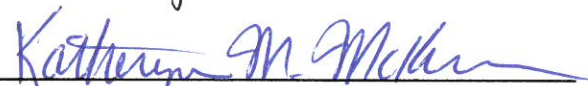
- D. Double Sticky tape repairs
 - a) Gary Pothier has repaired walls but not the ceiling
- E. AWM Calendar
 - a) Previously requested updates not yet appearing
- F. Missing Irrigation computer?
 - a) More research needed – discussion w/ Mike Lynch Enterp. And Dennis Hill needed
- G. Inventory of Purchased Items
 - a) Mansion Director is preparing a list

6. Other

- A. Paul asked for review of a new TF Policy proposal for Mansion Scheduling
 - a) Chairman Naff proposed moving to next month's meeting

Motion to adjourn was made at 9:05 PM by Paul Routhier and seconded by Sandy Christo.

Respectfully submitted, Sandy Crist & Paul Routhier (during Jeffrey Dore vacation)

	
 Jeffrey A. Dore	 Sandy Christo
 Paul E. Routhier	 Katherine M. McKen