

9/03/2019 Agenda Items
Asa Waters Mansion Task Force

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MILLBURY, MASS

1. **Minutes of the last meetings** 8/6
2. **Next Meeting**, October 1st (1st Tuesdays)
3. **Friends' Report – Chair, Linda Pothier**
 - o Status update: 1st floor rest rooms
 - Painting planned ~ 8/14-15
 - Walls – Jeff?
 - o Landscaping
 - Polymer sand, bed cleanups, urns
4. **TF Chairperson report**
 - o Director Transition – remaining activities
 - o Posting for Director position
 - Interviews complete, HR working on next steps
 - o External Business/Operational Review
 - Started 7/8 – planned end date? Firm selected: Melanson Heath – Final Report (from BOS)
 - Report to BoS
 - o Columns: Status, Next steps
 - o Financial Report – Cash Flow – Recent History
 - o New Policy proposal: Detailed Worksheet - Major Spending Forecast – feedback?
 - Handed out at 7/8 TF meeting
5. **Director's Report** - John McElroy
 - o Transition status
 - Booked events documentation - Updates
 - o Status – Spiral steps & Front foyer – **HOLD** -
 - o Update: Satisfied w/ Removal/patching of double sticky tape residue and wall/ceiling repainting?
 - o Status of AWM Calendar updates – How to integrate w/ new Town calendar?
 - o Digital copies of hallway pictures
 - o Inventory of Purchased Items
6. **New Business**
 - o Scheduling Policy Draft – Read# 3
 - Updates from Read#2
 - New town-wide software (calendar)
 - o Building Inspector - Building Certificate Issuance requires two action items:
 - Updated electrical work needed ~ \$2,700 – **HOLD** – review w/ Dennis & contractor
 - Possible A/C for Historical Society?
 - Asbestos Containment – Quote
 - Asbestos tile cleanup
 - Buffer tank – pressure gauge (and glycol)
 - Dehumidifier filter change...
 - Drip tray pumping to sump pump
 - Nest thermostat rewiring
 - Dimming lights – status
7. **Old Business**
 - o Organ (Tylor & Farley) Donation – Ellen & Rosemary Norton (12/2018)
 - Thank you Letter - Communication w/ Jim Vernon – Thank you... to be issued (Chris)
 - Disposition of organ on loan from Historical Society (Briel family) in the East Room

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- Relocation into East Room

8. *Any questions/comments re: "Mansion ToDos"?*
9. *All business not reasonably anticipated to be discussed*