

8/06/2019 Agenda Items
Asa Waters Mansion Task Force

Asa Waters Mansion

6:30 PM

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MILLBURY, MASS

1. **Minutes of the last 2 meetings:** 6/10 and 7/8
2. **Next Meeting**, September 3rd (1st Tuesdays)? – JOINT MEETING w/ Friends?
3. **Friends' Report – Chair, Linda Pothier**
 - Status update: 1st floor rest rooms
 - Landscaping
 - Friends white chair rentals
 - Other...
4. **TF Chairperson report**
 - Director Transition – remaining activities
 - Posting for Director position
 - Job Description – Posting Status (appeared on Town site as of 4:15pm 7/18)
 - Screening Committee
 - Applications to date
 - External Business/Operational Review
 - Started 7/8 – planned end date? Firm selected: Melanson Heath
 - Columns: Status, Next steps
 - Financial Report
 - New Policy proposal: Detailed Worksheet - Major Spending Forecast – feedback?
 - Handed out at 7/8 TF meeting
5. **Director's Report** - John McElroy
 - Transition status
 - Booked events documentation - Updates
 - Status – Spiral steps & Front foyer
 - Landscaping status – Steve Shaw, Master Gardner
 - Furnace pipes (asbestos wrapping) - Status
 - New TF Policy re: Display/retention of Arms in the Mansion
 - Update: Satisfied w/ Removal of double sticky tape residue and wall/ceiling repainting?
 - Status of AWM Calendar updates
 - 'Missing' Irrigation computer – Lynch Irrigation?
 - Inventory of Purchased Items
 - Exit sign – East Door Great Room?
6. **New Business**
 - Letter from the Millbury Historical Society
 - Scheduling Policy Draft
 - Yoga at the Mansion
 - New town-wide software
 - Building Inspector - Building Certificate Issuance requires two action items:
 - Updated electrical work needed ~ \$2,700
 - Asbestos Containment
7. **Old Business**
 - Organ (Tylor & Farley) Donation – Ellen & Rosemary Norton (12/2018)
 - Letter of donation received?

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- Title designation
 - Communication w/ Jim Vernon – Thank you... to be issued by?
 - Where to put it?
 - Disposition of organ on loan from Historical Society (Briel family) in the East Room
- **Pillar installation near rear walkway**
 - Status of Pilar to serve as a block for vehicles access to Mansion property (broken sprinkler heads) – as votes at 7/8 TF Meeting
- **Mansion Inventory – Status – Next steps?**
 - Q2/2019 Inventory taking - results
 - We have documentation from Historical Society re: On Loan Items
 - Current Updates to mansion Inventory (new items, moves, discarding's)
 - Proposed Mansion policy for Mansion Inventory (Policy handout)
 - Value of new Mansion Items (coffee pots, floral arrangements) – Friends
 - Ownership?
 - Location of identified 'Missing' items

8. Any questions/comments re: "Mansion ToDos"?

9. All business not reasonably anticipated to be discussed