

Note: Draft Minutes are subject to review, correction and approval by the Committee. Review and approval of Minutes generally takes place at the next regularly scheduled meeting of the Committee.

**Whitcomb Hall Committee**  
**March 26, 2014 Meeting Minutes**

**Present:** Lee Dunham, Marion Bedard, Jerry Bussiere, Judy Bohannon, Pete Johnson, and P&CD Director Sara Carbonneau.

**Windows:** Carbonneau updated members on the status of the window upgrades. Those that have seen the windows are very impressed with the work of Window Master.

**Insulation:** JA Jubb has completed its contract work. Carbonneau stated that the puttying and painting of the nail holes was not done, as the paint kept chipping and flaking off. Jubb will still be working on site, as Window Master has hired Jubb to insulate the window wells.

**Next Steps for Building:** Carbonneau and Dunham strongly recommended that the next step on the building renovation be the electrical panel. Handicapped accessibility (ramp and the bathrooms) was also discussed. Johnson will investigate grant opportunities for funding to accomplish handicapped accessibility (starting with the Christopher Reeve Foundation). Johnson also provided information regarding accessibility systems. He will extend an invitation to Bob Webber of Accessibility Systems.com to meet with the Committee at its May meeting (5/28) over at Whitcomb Hall at 3:30 p.m.

**Clock:** Self will be cleaning the chime mechanism once Jubb and Window Master have completed their work.

**Calendars:** Johnson volunteered to sell calendars at the Recycling Center at a reduced price (however, stressing additional donations are welcome) and weather dependent.

**BBQ Fundraiser(s):** Committee members definitely wanted to hold a fundraiser in August. Date selected was August 30<sup>th</sup>. In addition, Committee members wanted to investigate holding another BBQ in June – tentative date selected was June 28<sup>th</sup>. Johnson will speak with his “BBQ volunteer helpers” to determine their availability.

**Next Meeting:** Next meeting is scheduled for Wednesday, April 23<sup>rd</sup> at 3:30 p.m.  
Meeting adjourned at 4:15 p.m.

Submitted by,

Sara Carbonneau, Director  
Office of Planning & Community Development