

## DRAFT ONLY

Minutes not accepted until sign off from each committee member present

**Whitcomb Hall Committee  
04/23/14 Meeting Minutes  
Prepared by Hayley Hill, Secretary**

**Present:** Pete Johnson, Nancy Carlson, Sara Carbonneau, Marion Bedard. Gail Wood and Hayley Hill

Approval of March Minutes postponed due to lack of representation needed.

**Fundraising:**

- BBQ date already set for 8/30, we will shoot for an earlier BBQ as well to be held on 6/28. A request will be made to the Board of Selectmen.
- Once again, we plan to have a tent at Old Home Day celebrations.
- A request will go before the Board of Selectmen to approve a fund raising event supported by Waxy O'Connor's in Keene. 20% of the customer's total bill be donated to the Whitcomb Hall fund, date of event TBD. Posters announcing the event will be spread throughout the community.
- \$44,000 remains in the trust account. We need at least an additional \$32,000 to complete Phase 1. H. Hill will develop draft brochure/outline marketing tool to be handed out when approaching potential donors as we try to meet/exceed this goal by end of year 2014.

**Building upgrades:**

- Windows are almost done. Screens will be installed in the next few weeks.
- The clock tower will be cleaned by Scott Self.
- Insulation work is complete.

**Next Steps:**

- Wiring- Code Enforcement Officer has reviewed and prepared a list of bare bone items that will make the first floor compliant, including a full replacement of the old wiring. This request for work will need to go before the Board of Selectmen to solicit bids. Cheshire Builders provided a quote that is much more extensive, in addition to the bare bones work, the quote includes computer outlets, bathroom fans, etc. The Cheshire Builders quote excludes work for the kitchen.
- Front Door- P. Johnson will donate funds to build a handicap accessible ramp leading to the front door. The front door will also be replaced; it will look the same as what is there today however will be insulated and include safety glass. By May 9<sup>th</sup>, P. Johnson will provide proposal to the Board of Selectmen which will include diagrams and letter of intent to donate all costs for materials and labor. Motion made by G. Wood to accept with a second by P. Johnson. All others agreed.

**Next meeting:**

**May 28th, 3:30pm, Whitcomb Hall**