

DRAFT ONLY

Minutes not accepted until sign off from each committee member present

**Whitcomb Hall Committee
08/28/13 Meeting Minutes
Prepared by Hayley Hill, Secretary**

Present: Lee Dunham, Pete Johnson, Nancy Carlson, Ann Bedaw, Mark Perry, Sara Carbonneau and Hayley Hill

Chicken BBQ held Aug 24th at Whitcomb Hall:

What a SUCCESS! We planned on 100 dinners and sold close to 225 tickets! \$3440 raised through meal tix, donations, calendar sales, raffle and silent auction. Most of this was profit because so much had been donated. Any outstanding receipts to be paid should be given to S. Carbonneau by next week.

Thoughts on what worked well, what improvements could be made:

- Set specific meal settings at 5, 6 and 7:00pm to control flow, food availability
- hot water should be available next year
- split chickens up to smaller portions
- price of \$10.00 seemed reasonable
- keep meal tix sales separate from raffle tix for clarity
- more green salad, more potato salad
- pre-wrap utensil packages and include wet wipes
- the weather and choice of weekend at the end of summer
- tablecloths backed in plastic protected the wooden tables
- keep take-out boxes separate and only available for take-out
- more table space for food
- have actual servers to help load plates (chicken gets heavy)
- need dedicated wait staff, at least 2 to prepare and replenish food, 2 for clean up during meals and misc help
- menu of chicken, corn, potato salad, green salad, bread and watermelon was perfect
- bring large serving forks for chicken
- use gloves for food preparation and serving
- opening up the building for tours was a real hit

H. Hill will paint “thank you” on sandwich board outside of hall.

H. Hill will add personalized note to “thank you” notes.

S. Johnson will send letter to the editor (Keene Sentinel)

Building updates:

Several estimates have been completed or are about to be completed:

Slate Roof-

Guyer& Sons quoted \$650 for replacement of 13 slates. Selectman have already authorized this work to be completed.

Windows-

Millwork Masters quoted \$66,000 for replacement window approach. This is not the preferred approach but would be allowed by the Historic Preservation Society.

Window Masters, Dublin, quoted \$50,000 for approach using existing windows. Existing windows removed, new mullions, insulations, re-installation all included in price. The committee preferred this method.

At this time, we will not pursue estimates on restoring with single pane, hidden pulley system and indoor storm windows.

Insulation:

JA Jubb quoted just under \$10,000 for blown in insulation

Life Safety Code Updates

Cheshire Builders will provide estimate for handicap access ramps, widening of doorways, etc.

Any work being done that exceeds \$1000 must go out to bid and be approved by the Selectmen.

Miscellaneous:

S, Carbonneau will is still working on L-Chip grant application. We expect to have a decision on the grant sometime in November.

Calendar Sales: Really need to push sales. The committee will plan to set up a sales table at the recycling center at least once a month Sept- Nov.

Ann Bedaw and Mark Perry have joined as committee members.

Next meeting:

September 25th, 4:00pm, Town Hall