

Solomon Welles House Committee Minutes of meeting on January 11, 2005

Meeting was called to order at 7:15 p.m. (delayed start time due to inclement weather). In attendance were Kathy Bagley, Nancy Smith, and Mary Mahar.

- A. Minutes of October 12, 2004 meeting were tabled due to lack of a quorum.
- B. Letters and Announcements
 - 1. Letters - Kathy Bagley shared a customer satisfaction survey which expressed positive ratings and comments.
 - 2. Announcements - none
- C. Pending Business
 - 1. Budget Report - no report
- D. Committee Reports
 - 1. Interior Design and Decoration - no report
 - 2. House and Grounds - no report
 - 3. Landscaping - no report
- E. New Business
 - 1. Discussion of possible new projects:
 - inventory contents of SWH, get appraisal
 - revise/redesign SWH brochure
 - suggestions for web site
 - update photos in collages displayed in Meeting Room
 - ideas for new purchases/replacements for upstairs Meeting Room
 - ideas for relocating player piano
 - 2. Discussion of forming subcommittees for projects
 - 3. Need to nominate committee member for secretary
 - 4. Received quote for Mylar shades for north side window in Thornburg Room and both windows in Welles Room - committee recommended purchase of shades.
 - 5. Per change to Town Charter, names of committee members on town committees who are absent from three successive meetings will be reported to the Town Manager.
- F. Caretaker's Report
 - 1. Dana showed the committee beautiful decoupage ornament created by Town Garden Club members. She will ask them to make ornaments for next year's Xmas tree for our permanent collection of Xmas decorations. Dana will send a thank you note to Maureen Clemens, who organized this year's ornament project.
 - 2. Request for shelving unit and pegs in storage room for storing wreaths.
 - 3. Will check with Tree Commission on status of some pine tree and Russian Olive bush - may need to be removed.
 - 4. Need sign by kitchen phone (dial 9-9-1-1) and identify SWH location for emergencies.
 - 5. Dana has offered to donate large bird house to be placed on SWH grounds - committee will discuss at April meeting.
 - 6. Committee will tour caretaker's residence during April meeting.
 - 7. New storm and inside doors were hung in caretaker's residence.

The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Mary Mahar