

December 4, 2013

Minutes of Town Hall Committee Meeting

Present: David Sambor, Nick Nickolidas and Linda Noyes

Meeting Called to order at 5pm.

The Committee met Linda Noyes to discuss her position as Town Hall Coordinator. We reviewed with her the policies we recommended to the Select Board. We talked about rental rates, cleaning fees, future needs, maintenance needs and problems.

Linda talked about what she feels her responsibilities are as coordinator and where she would like to take the Hall in the future.

We discussed possible chair storage on the stage. Shampooing of back door carpet, possible dumpster out back for trash, need for alarm in the conference room and permanent storage for the voting booths in another location.

Linda talked about cleaning standards that she would like to implement for the facility.

We discussed the sign policy. Linda is now in charge of the sign and Greg is her backup.

We talked about Greg's position as caretaker and advised Linda to meet with Mel and Greg to discuss any issues that need attention.

We talked briefly about the Historical Society Museum.

Meeting adjourned at 6:45pm