

Soldiers' Monument Commission
Minutes
Regular Meeting
December 7, 2016

Item 1. Call to order

Meeting called to order by Chair Virginia Shultz Charette

Item 2. Roll call

Virginia, Shultz Charette, Steve Silvester, Noreen Marchand, Douglas Werner, Steve Dew, Jack Bourque, Sheila Sedlack

Excused Absence: Deborah and Lynn Kessler

Three items were added to the agenda.

- a. Bubbles & Truffle (by Virginia Shultz Charette)
- b. Approval of a donation of \$50.00 for the Poetry Contest (by Jack Bourque)
- c. Flags (by Noreen Marchand)

Item 3. Public Comment

No public comment.

Item 4. Approval of Secretary's Minutes

Motion by J. Bourque, seconded by N. Marchand

To approve the minutes of the November 2, 2016 Meeting.

UNANIMOUS

Item 5. Approval of Treasurer

Report delivered by Virginia S in the absence of Lynn Kessler

Not much activity to report.

The only change was in the Electricity line item.

Interest fee not formally recorded of \$1.46.

Virginia will be checking on a \$100 internal transfer we believe was a donation for that amount

An invoice number 00001 was received from T.L.B. for the month of October in the amount of \$3,180 for consultation of the roof repairs. T.L.B. hourly rate is \$120. T.L.B. Mike Fortuna is overseeing the project.

Virginia discussed the amount of funds that have been encumbered.

Sheila handed in a total of \$386. to be placed into the petty cash account from the sale of Almond Joy and Mounds bars along with an \$8.00 donation totaling \$394.

Discussion took place regarding the renewal of Post Office Box in the amount of \$137 yearly fee. Virginia is checking into the cost.

Virginia reported that \$55.00 was turned in for the Cemetery tickets along with a donation of \$25.00. for a total of \$80.00. Lynn Kessler has the balance of the cemetery walk proceeds in his cashbox, Virginia will contact Deb in January to get the cashbox. Motion by Doug Werner, seconded by Steve Silvester.

To approve the Treasurer's report as presented
UNANIMOUS

Item 6. Communications

Jack and Sheila both received an e-mail regarding the Christmas tree on top of the Monument and both answered explaining that due to the roof repairs we have been unable to put up and light the tree as we have done for so many years past.

Item 7. Old Business

- a. December 10th. Carol Sing at the Monument. This has been cancelled.
- b. Veteran's Day Opening- Noreen Marchand reported that it went well with about 17 visitors coming that day. We received \$20.00 for pin money, \$15.00 for ornaments, and \$5.00 contribution, totaling \$40.00 collected.
- c. Fundraising Projects

1. 2016 fundraising letter campaign update.

Sheila Sedlack reported that she spent \$70.50 for the purchase of stamps to send thank-you notes to all people who sent in donations. The money was taken from the Office Supplies line item. She sent out 140 thank you notes. Sheila will check with the Finance Department whether this money should come out of the Town's postage account or out of the Monument's budget line item.

Virginia reported that to date a total of \$7,375 has been collected as a result of the fundraising letter that was sent out by Steve Silvester and Virginia Shultz-Charette

2. Window special fundraising Information

Discussion followed. Two options were discussed, Virginia suggested that we solicit donations for \$1500 for all 21 windows on the monument, no matter the cost of the individual windows (prices vary depending on the floor) . Steve Sylvester suggested that the individual prices –which need to be determined using current prices- should be used per window. Virginia did not think we would gain many donations toward windows if we used a tiered price scale. Upon installing the window, the donors name would go on the window or on a plaque which would be placed on the third floor of the Monument. Klebe Fuel has expressed a desire to donate money for a cause and the Commission members thought this would be a good way to promote the need for new windows and that others would do the same. The consensus of the Commission is that Steve Dew will contact Klebe Fuel's representative, Kelly Babbin, to see if they are still committed. Steve Silvester will research what a window would cost completely installed. This would be greatly publicized in hopes more donors would follow.

- d. Status of returning \$30,000 to our Restoration Account from the Dudley Vaill Trust designated to the commission by the Board of Selectmen on June 21, 2004.

Jack Bourque confirmed that the \$30,000 has already been committed to our Restoration Fund.

e. Roof Update

According to Steve Silvester the Roof has to be resealed. Improper sealant was used and dripped down the side of the Monument. Mike Fortuna from T.L.B. has not been satisfied with the job and is checking into the matter. The sealant may need to be redone in warmer weather. The railing may go in next week.

f. Next renovation project? Repointing, partial repointing or electrical conduit?

Consensus of the Commission is to make the electrical conduit our next project because the windows cannot be done until the conduit has been moved. Steve Silvester will check with Mike Fortuna to see if this project could be separated out of the main plan.

Discussion took place regarding the bid process.

g. Repair of wood around door:

Jack Bourque will be contacting a contractor regarding price. This will probably not be started until next year.

h. Security cameras

Sheila Sedlack and Dough Werner have researched this and received pricing. Sheila and Doug will talk to Bob Geiger, Town Manager about the Town taking on the costs of this project as this is a security issue which is not part of the Monument's budget. They will report at the next meeting.

i. Water shut off. The water is now shut off. Steve Silvester discovered that ice had formed on the drinking fountain. There may be some damage that will be checked out this spring.

j. Dead tree removal

Public Works will be taking down the tree in the Spring of next year.

Item 8. New Business

a. Temporary position of secretary and treasurer

Due to the absence of Deb and Lynn Kessler, Sheila will act as Secretary until their return and Virginia will do the Treasurers responsibilities as well. Steve Dew may be able to help Virginia out after the first of the year.

b. SoMo Commission subcommittee on volunteers/friends group

No discussion – to be place on the next agenda.

c. Public Works to put chains up and discontinue garbage collection for season.

Steve Silvester will put the chains up by the 1st. of the year.

f. Bubbles & Truffles

This is a fund raiser put on by Friends of Main Street. The Commission members who are able have volunteered to help set up for this event and then clean up after the event is over.

g. Approval of the donation of \$50. for the Poetry Contest.

This event is sponsored by the Soldiers' Monument Commission. Motion by Virginia Shultz-Charette, seconded by Noreen Marchand. To authorized the expenditure of \$50.00 as a prize to the winner of the Poetry Contest for the Memorial Day ceremony.

UNANIMOUS

h. Flags

Noreen Marchand has offered to supply two new flags to replace the existing flag when it no longer in good shape. She and Pete will try to take down the existing flag until spring. Due to the difficulty of lowering the flag they may need help.

Submitted by: Sheila S. Sedlack, Acting Secretary