

EMERY ESTATE ADVISORY COMMITTEE
McCulloch Building, 182 Green Street
May 13, 2014
Minutes

PRESENT: Dan Condon, Chairman
Mary Heinrichs
Janelle Quinn
Laura LeBarron
Ron Boretti
Jim Clarke

NOT PRESENT: Bill McCarthy
Pat O'Leary

Chairman Condon called the May 13, 2014 meeting of the Emery Estate Advisory Committee to order at 7:00PM.

DISCUSSION OF SHORT TERM USE OF BUILDING & GROUNDS

Mr. Clarke stated there have been a few requests to use the building and grounds; they are as follows:

1. Request for a small wedding, then decided not to hold wedding there but would like to use for photographs.
2. Rotary Summer Social on July 28, 2014 for approximately 100 people.
 - a. They intend to rent a tent, tables and chairs
 - b. They will supply portable bathrooms
 - c. They will shuttle from Town Hall or Abigail Adams School parking lots

Mr. Clarke stated Mayor Kay is thinking about putting together a brochure to promote event use. Mr. Clarke stated Mayor Kay wants to test what works with using outside grounds only. Mr. Richards suggested limiting to 50 people with no indoor use other than possible bathroom.

Chairman Condon stated first he would like to see this committee demonstrate positive uses and successful uses of grounds. Then the committee can troubleshoot how to use grounds better. Mr. Clarke stated if a request is within the limits set by the building inspector it will have the best chances of being accepted.

Mr. Clarke stated the Rotary is an organized group; they are having a simple event. They are a good example of who should be able to use the grounds. Chairman Condon asked how it was decided that the Rotary would have off-site parking. Mr. Clarke stated this is just how the request was received. Mr. Boretti asked how the fee amount was decided upon. Mr. Clarke stated Mayor Kay sets all fee amounts. Currently the Town is looking at updating fees in Town

for all different things. The entire fee structure is being considered again with the new turf field coming into field use the fee will not be \$15 to use a Town field anymore.

EVENT ITEMS TO BE ADDRESSED (list)

1. Parking - limited on paved areas; grass could be used when dry; off-site parking at Town Hall or Chapman School
2. Bathrooms - handicap accessible; need for temporary units
3. Tables and Chairs - users must use rental service
4. Kitchen - limited use
5. Custodial Services - setup; cleanup
6. Security - staff to open and secure building; present during meeting or event
7. Outdoor power
8. Potential hours for use
9. User fee

PARKING

The parking area holds approximately 50-75 cars parked properly; poor weather changes the parking issue. Parking at Town Hall is allowed or Abigail Adams and shuttle to Emery Estate.

Ms. Heinrichs stated she likes the idea of an open-air vehicle (trolley) to take people up to the Estate.

BATHROOMS

An event with 50+ people need to rent temporary portable bathroom units; must be rented from Town approved vendors.

** TIME LIMIT ** (new item) HOURS OF USE

The advisory committee members agreed there should be a time limit for events; if event is less than certain amount of time no fee is necessary and no temporary portable bathroom units are necessary.

8:00PM curfew, dawn til dusk.

Mr. Clarke stated he will take this information back and review it internally. He will review it over the next month and make the brochure and get information onto the Town's website so that citizens are aware there is a process to go through to rent this space.

PUBLIC COMMENT

Les Chase
38 Colisanti Road

Dorothy Chase
38 Colisanti Road

Chairman Condon asked Mr. Clarke if he could find out the permit process for Webb Park and if possible Emery Estate Advisory Committee can adopt same process.

Chairman Condon asked Mr. Clarke at what point the building will be open for use of the bathroom. Mr. Clarke stated he will have to check with his group.

TABLES AND CHAIRS

If an event is outdoors, tables and chairs will need to be rented set up and removed after the event. This is if Emery Estate Advisory Committee is of the position that no one is coming into the building.

KITCHEN

The kitchen is very small and useful only for a household.

CUSTODIAL SERVICES

This would depend upon how many people are at the event. Emery Estate Advisory Committee agreed someone from the security or custodial or town representative needs to be present at each event for security of the building and grounds.

Ms. Heinrichs suggested in this infancy stage to use the space in a smaller sized way. Mr. Boretti stated the Living Room has lead in it and using it going forward for events is not a good idea unless lead is removed; very expensive to do and currently it is undecided what to do with the building.

Ms. Heinrichs suggested staff speak with Kathy Torrey, Mike Doyle, Steve Reilly and School Department for idea and suggestions on renting their fields/hiring custodians for events before this committee reinvents the wheel.

OUTDOOR POWER

Power is needed to cater an event; to heat food and for lighting.

USER FEE

Mr. Clarke stated he will talk with staff and speak on this topic again at the next meeting.

Chairman Condon asked Mr. Clarke to add Emery Estate to the list of parks in the Town.

Mr. Clarke stated the new entrance is on hold until the exact use of the building is decided upon.

Chairman Condon stated Mayor Kay's office will manage a calendar of events; Mr. Clarke can you confirm this. Mr. Clarke stated he will confirm that statement at the next meeting.

Mr. Boretti stated he would like to initiate honorary events in the name of the Emery Family that generate money such as:

- Stargazing - get School Department up to the estate to run and help people look at the stars; bring telescopes. Plan this event during prime stargazing times/seasons.
- Concerts; music/piano nights with interior building use.

Mr. Boretti stated he is concerned with the maintenance budget and schedule on the house. Mr. Clarke stated Mike Gallagher is managing a budget for the grounds and heating of the building.

Mr. Boretti stated he would like to see the building and grounds become ADA compliant. Mr. Boretti offered to go through the building and give exact steps of what changes to make first, etc.

NEXT MEETING

The next meeting of the Emery Estate Advisory Committee will be held on June 10, 2014 at 7:00pm.

MINUTES

Ms. Heinrichs made a MOTION to APPROVE the minutes of March 18, 2014. Mr. LeBarron SECONDED the MOTION. It was UNANIMOUSLY VOTED.

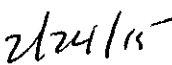
ADJOURNMENT

Ms. LeBarron made a MOTION to ADJOURN at 8:12PM, there being no further business Ms. Quinn SECONDED the MOTION. It was UNANIMOUSLY VOTED.

Christine Malloy
Recording Secretary

Approved by: 

Dan Condon, Chairman



Date