

MINUTES OF THE
EMERY ESTATE ADVISORY COMMITTEE
JUNE 10, 2014

PRESENT: Dan Condon (Chairman), Bill McCarthy, Cathy Torrey, Mary Jordan-Roy and Mary Heinrichs

ABSENT: Laura LeBarron, Janelle Quinn, Pat O'Leary, Ron Boretti

OTHERS: Jim Clarke, Director of Planning and Community Development
Lee Hultin, Recording Secretary

Chairman Dan Condon called the Emery Estates Advisory Committee meeting to order at 7:00 pm at the McCulloch Building, 182 Green Street, Weymouth.

APPROVAL OF PRIOR MINUTES - None

NEW BUSINESS

Discussion of short term use of the buildings and grounds with Inspector of Buildings

Jim Clarke incorporated some of the comments from the past meeting into the following format for review by the committee.

1. Parking – lawn parking at the property should be limited to fifty (50) automobiles; off-site parking at the Chapman School or Town Hall can be used for larger events.
2. Temporary bathrooms would be required for all events; the Town might designate a preferred vendor.
3. Tables and chairs must be provided by the permit holder.
4. Kitchen facilities in the house are not for use by permit holder.
5. If the event will have over twenty (20) people, the permit holder must hire a Town attendant to monitor the event.

Cathy stated that when they rent the schools you get a custodian on duty. They bill \$50.00 an hour which includes a custodian and you get the gym or the auditorium. The union allows them to be paid ½ hour before and after an event and a 2 hour minimum.

6. Hours of use should be dawn to 8:00 P.M.

7. Fees – undecided at this time, but should cover costs for any Town setup or cleanup and the attendant, if required.
8. Bookings could be handled through the Mayor's Office.
9. Notice of availability should be on the Town web site.

The purpose of this is to have just a few events at Emery over the summer and not every weekend to see what some issue may be.

Jim Clarke stated that the Rotary is having a barbeque at Emery on July 28, 2014 from 3-9 pm.

Chairman Condon stated that he would like to add that #5 should also include if there is food.

Mary Roy-Jordan suggested adding it into the contract that the permit holder will be responsible for cleanup and once inspected if there are any additional charges they will be assessed.

Jim Clarke also suggested maybe a carry-in, carry-out policy. Bill McCarthy is concerned about this because of Weymouth's trash policy in place and what will they do with 20 bags of trash. After a brief discussions, it was suggested that perhaps they have a trash fee.

The question was asked if we charge nonprofit organizations. The Rotary will not be charged as there is no fee schedule set yet. Chairman Condon suggested next Spring they could set a fee schedule after we have seen how the summer has gone. Anyone wanting to use Emery will still need to fill out a Special Event Request Form with the Mayor's Office.

Cathy Torrey recommended that if there is a wedding then we should charge about \$10.00 per person depending on how many people are there. She is advocating to always have someone on duty up there in case someone needs something, emptying trash, etc.

Jim Clarke will speak with the Town Solicitor and Mike Gallagher to see if there are any union issues in having an attendant there.

Bill McCarthy stated that he would not like any grilling on the back terrace. Jim Clarke stated that the various department, police, fire, DPW will all have comments to the Mayor on every application submitted.

Cathy Torrey recommended that a police detail be required for events over 100 people as Emery is right in the middle of a neighborhood.

Jim Clarke is hoping to have 3-4 events at Emery this summer.

Bill McCarthy stated that he may want to have a neighborhood block party up there sometime in September.

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Cathy Torrey would like #2 changed because an event may only be 1 hour to 1.5 hours and bathrooms may not be required. Jim will look into changing this language to make it more optional for the permit holder.

Bill McCarthy made a motion to recommend that the Mayor's Office hold one summer concert and movie night at Emery Estates and was seconded by Cathy Torrey. Voted Unanimously

Jim will incorporate tonight's comments into the draft form and forward it to the Chairman for his review prior to submittal to Mayor Sue Kay.

Cathy Torrey has a school contract that could be adapted to the rental of Emery Estates. Also, insurance is not on the bullet points. Jim will add insurance to the list for discussion.

Cathy Torrey asked if alcohol will be allowed at Emery? It was stated that perhaps they would need a one day liquor license through the Licensing Board. Jim will also add this to the list for discussion.

Chairman Condon asked if the committee would like to have another open house at Emery Estates? Jim suggested that he will talk with Rotary to see if they want the house opened during their event and the committee will attend and provide tours.

Mary Heinrichs is concerned about closing at 9:00 pm when it is dark and how well the clean-up will be.

OTHER BUSINESS- None

ADJOURNMENT

The next meeting is scheduled for early August unless there is a lot of interest in renting Emery over the summer and the Chairman will call another meeting.

Cathy Torrey made a motion to adjourn at 8:00 pm and was seconded by Mary Heinrichs.
VOTED UNANIMOUSLY

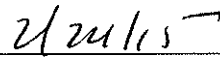
Respectfully submitted by:

Lee Hultin
Recording Secretary

Approved by:



Dan Condon, Chairman



Date