

EMERY REUSE ADVISORY COMMITTEE
RECORD OF MINUTES AND PROCEEDINGS
TUESDAY, May 16, 2017

MAY 31 2017

Present: Cathy Torrey
Patrick Angland, Jr.
David Donahue
Barbara Cellucci
Beth Morley
Stanley Benulis

Not Present: Ken DiFazio
John Deady
Jodi Purdy-Quinlan
Dorothy Chase
Ken Ryder
John Dwyer, Jr.
Sachin Suryawanshi
Brian Leonard

Staff: Nick Bulens, Administrative Services Coordinator

Recording Secretary: Janet Murray

The Emery Reuse Committee meeting was called to order by Chair Cathy Torrey at 7:15pm. Cathy stated that a quorum was not present and, as a result, no motions would be entertained.

Approval of Minutes: May 2, 2017

The minutes were not voted, as there was no quorum.

Update and Continued Markup of Working Group B's (House Only) Draft Business Plan

There was discussion regarding the draft business plan. The number and type of events were discussed. The group decided that there should be two seasons of events, May through October (6 months) and November through April (6 months).

Patrick Angland walked the group through the plan's revenue and expense spreadsheets. The breakdown of events, rates, and frequency were discussed. It was decided that the operational capacity of the estate should be projected as 65% in Year 1, 80% in Year 2, and 100% in Year 3.

The group discussed the cost and responsibilities of a full-time manager and the need for part-time positions. There was discussion on what rate of pay should be anticipated for these positions. It was decided that pay for a part-time employee should be projected at \$25 per hour.

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Stan Benulis reviewed code related upgrades and estimates:

- Fire alarm
- Sprinklers
- Water line
- HCP bathroom and plumbing
- Bathroom walls, doors, finishes
- Kitchen upgrades
- Electrical upgrades
- Exterior wall insulation
- Roofing insulation
- Other HCP compliance

The total cost is estimated at \$200,000 (\$182,000 with a 10% contingency). Stan stated that all costs have been priced assuming the work will be completed by the non-profit. Public bidding would significantly increase the cost.

David Donahue said he would estimate costs for interior work, such as floors, painting, walls, etc. The business plan assumes that the exterior rehabilitation will be completed by the Town. The nonprofit would be the tenant, while the Town is the landlord.

Next Meeting

The next meeting will be held on May 23rd at 7:00 pm in the Abigail Adams Middle School Library.

Adjournment

Chairperson Cathy Torrey adjourned the meeting at 8:45 pm.

Approved:



Cathy Torrey, Chair

5-30-17
Date