

**Greater Wakefield Resource Center  
Minutes of Meeting for 08/03/2007, 9:00 A.M.**

**Present:** Bob Wyman, Deb Joyce, Joe Kenney, Liz Olimpio

**Guests:**

**Not Present:** John Ciardi

**Treasurer's Report:**

**Profit & Loss Report:** Andrea gave the board the profit/loss reports for the months of June and July.

**Directors Report:** Bob W. motioned to open the meeting with the pledge of allegiance, Joe K. seconded motion. Board moved forward with the pledge of allegiance. Meeting started there after, Joe K. stated to go over the Agenda, all Board members looked over the Agenda. Deb J. asked about the work that was done under the kitchen area, if it had been completed, and Andrea stated it had. Bob W. asked if Marcoux Const. had been paid, Andrea stated that yes, she had paid them in full. Joe K. asked about the oil cost in the Agenda. Andrea told him that the Town of Wakefield put us into their budget for the year to get a "locked in" price for our oil.

Andrea put in for a grant through the Agnes Lindsey Trust for \$15000.00.

Joe K. asked about the Skrungloo grant, Andrea let him know that she applied for \$5000.00. Joe K. said maybe I should have asked for less, however, Andrea told him that we have applied for money from them before, that Andrea thought she had missed the deadline to apply to them as she did not know the deadline, and the Skrungloo had received more money and had put an add in the paper about grant money, so Andrea was able to apply to them again.

Joe K. motioned to accept meeting minutes of May, Deb J. seconded motion. Bob W. asked all of those in favor, all the Board accepted May's meeting minutes.

Liz O. asked about the Town of Wolfeboro and their budget meeting. Andrea explained that she had asked Wolfeboro last year for funds to help support the meals program and we were denied because no one from our Board went to their meeting, so they sent us a letter letting us know when their 2008 budget meeting would be held and suggested that one or more of our Board members should attend. Liz O. asked when the meeting would be and Andrea told her September 19<sup>th</sup> @ 7pm. Liz stated that she would go, could I please remind her of this meeting. Andrea stated that she would remind her and have the paperwork they requested ready.

Bob G. showed up at 9:15 am.

Joe K. motioned to accept Anne Martins resignation with regrets, Bob W. seconded motion, Bob G. asked for all those in favor, all of the Board in favor. Andrea let the Board know that Anne did state to her that she would continue to help us in anyway she could as a "friend". Liz O. mentioned a Mary Richards possibly being interested in becoming a Board member; Liz would get a hold of her. Bob G. suggested that Andrea type something up about joining the Board and getting some flyers out, Andrea said that

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She would as well as have the newspapers add on needing Board members into our monthly calendar of events we already send in.

Joe K. asked if John Ciardi is still on the board, and Bob G. stated that as far as he knows with talking to John, that yes, he is still a board member, what has happened is that since John got his new job, they have kept him so busy that he has not had the time to come to the meetings, he also told Bob G. that he should be able to attend September's meeting. Liz O. questioned the profit/loss on the function hall rentals, as the July 07 rentals was only showing a profit of \$100.00, Andrea went into her QuickBooks and corrected the issue. Andrea stated that we had a lot of July rentals. One of the renters for July works for Avis Goodwin, and Andrea contacted them to see about having guest speakers come in and speak to the seniors about medications, diabetes, and copd, anything that is pertinent to the seniors. Andrea contacted a Karen Gray and left a message about coming to the Center.

Joe K. talked about the State Fire Marshall coming in to look at the upstairs and to see what we have to do to move forward with the Phase III project, from there prioritize the project, apply for grants keeping in mind the priority level. Joe stated that he spoke to Mr. Monahan about the specs for the elevator; Mr. Monahan stated that he could do them for us; however he would not have the time until September. Andrea asked about the cost, as the proposal Mr. Monahan sent looks like it would cost us \$72,000.00, Joe said that that proposal is including other parts of the building. The cost for the specs for the elevator is probably going to be \$5,000.00. Andrea stated that she called Paul Gosselin in reference to specs for the elevator as well; Paul said that he could be here on August 8<sup>th</sup> at 4pm. Bob G. said he could be here to meet with him. Paul showed up here at the center on the 8<sup>th</sup> and no one was here. Andrea called Paul and let him know that there was miscommunication between Bob G. and her, and apologized to Paul. Paul set up another date of September 5<sup>th</sup> at 3pm. Andrea told him that September 5<sup>th</sup> was fine. Joe K. said that once we meet with Paul, get the specs, we need to have another meeting to move forward with bids so that we can get the Rural Development money. Bob G. asked if we were only going to have the elevator specs done or more, Joe K. suggested doing the elevator only as that seems to be our priority and that this is all we will have the funds for at this time. Joe K. said to correspond with Mr. Monahan also in reference to the elevator specs. Joe K. also suggested that we ask Paul about maybe a less expensive elevator like the one he did at the Town Hall. Deb J. asked if we would be charged to have Paul come and give us the estimate, Andrea said that she did not believe so as Paul did not mention charging us for coming in. Andrea brought up the fact that we do not have handicap access into the first floor on the Main office side of the building, as one of our patrons brought it to her attention. The Board discussed possible remedies for the problem, Joe K. said that possibly the elevator and the problem getting into the first floor may go hand in hand, however no decision was made to correct the issue.

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Andrea told the board that she has been applying for grants, and asking for help with the Phase III project, sending a projected cost to do the project, and stating in the proposal that we would break down the project into priority levels if need be. Liz O. asked if Andrea has ever looked into the National Trust for Historic Preservation, Andrea said that she had not, however that she will. Bob G. asked why the Cogswell Benevolent Trust denied helping us, in the letter they sent they gave no reason, just stated that we were considered but not approved.

Andrea had put in agenda possibly changing the "Union Coffee House" from Friday to Saturday as suggested by David Burke, hoping we would get more people and musicians to attend. Liz O. asked about attendance at this point and the attendance has not been a full capacity audience, so Liz said we should keep it on Friday's at this point.

Andrea asked about giving Henry Borne, our cook a raise as he has done such a great job and because of his great cooking we have had more attendance in the meals program. Liz O. asked what he gets paid for mileage and what he gets paid per hour. Liz O. motioned to give Henry 2 paid mileage trips per week no more than \$11.15 per trip, instead of one instead of giving him an hourly raise. Bob W. seconded motion; Bob G. asked who was in favor, all of the board agreed. Bob G. also stated that we should give the kitchen staff a letter of acknowledgement for the wonderful job that they are doing and that the board appreciates what they are doing.

Andrea also asked about the "Texas Hold Em", and Deb J. said that the gentleman she had spoken with, Carl D. is no longer handling the fundraiser and she is not sure who to speak with next to move forward with this fundraiser.

Andrea also stated that we had not received our 07 funds from Rochester or Wakefield, and that she would look into it.

Liz O. left at 11:07 am.

Joe K. came back from bringing Bill Degnan-State Fire Marshall around and said that the elevator is the top priority at this time, and the sprinkler system should be next and we are allowed to use inflatable tanks, also that we should get a hold of a sprinkler system designer for the second floor. The State Fire Marshall said that a dry hydrant is not probable, suggested that we approach the Town about an underground holding tank that would benefit the entire community. Joe K. said we should look into the underground holding tank, get the information needed about it, and go to the 2008 meeting in reference to this tank, possibly getting grants through the Town of Wakefield.

No more business, meeting adjourned at 11:10 am.

Respectfully submitted,

Andrea Cowdrey  
Office Administrator

