

**Beebe Estate Meeting – Beebe Estate Trustees****December 6, 2022****Meeting Minutes**

Attendance: Trustees - Bill Butler, Sean Heneghan, Jessica McKenna

Guests – Sarah Besegai and David Thimble

Meeting called to order by Jess McKenna at 7:35 p.m.

**Trustees:**

David Thimble, a potential Trustee, joined us for this meeting to introduce himself and discuss his background and interest. David is a contractor with extensive carpentry experience and will be a strong asset.

Sarah Besegai joined us again – both David and Sarah will be submitting their letters of interest and resumes to the City for appointment requests.

**Maintenance:**

Jess and Bill participated in a conference call with several other City entities and consultants from UMass who are assisting the City with the development of a 5 year capital plan. Capital plans must be submitted via a survey by 12/16 for inclusion in the larger citywide capital planning effort.

Trustees took a walk around the house in part to give a tour to Sarah and David, but also to review and discuss maintenance needs.

Ideas discussed: fence, exterior painting, roof/gutter/chimney inspection and repair, floor refinishing, front door needs attention.

Some questions came up for the DPW: has the DPW blown out the sprinklers for the season? The new boiler – a sheet was noted in the basement to record drainage needs – but none were recorded – is this needed and if so, is it happening?

Mailbox keys – Sarah had copies made, and Trustees now have copies.

Bill made motion to adjourn, Sean seconded, meeting was adjourned at 9:00 p.m.

Respectfully – Jessica McKenna