

Tuesday, April 4, 2023

Beebe Estate Trustees Meeting

March Meeting Minutes

Attending: Jessica, Bill, Dave, and Sarah

Calling in : Sean

Started at 7:38 pm

1. Review of March minutes — vote and approved
2. Review of meeting dates 2023* — we will not meet during the month of August in 2023. Sarah will submit to City Clerks office.

Beebe Estate Trustees Meeting Dates 2023

January 10, 2023

February 7, 2023

March 7, 2023

April 4, 2023

May 2, 2023

June 6, 2023

July 11 , 2023

September 5, 2023

October 3, 2023

November 7, 2023

December 5, 2023

3. Monthly treasurer report— submitted reimbursements for keys and SquareSpace for Jess and Sarah. No other updates as Carrie Ann is on vacation. Capitol Planning exercise no update as of now. One deposit of \$50 given as a contribution for a cancelled event, which we will accept.
4. Tenants and event rentals— Dave reached out to Joyful Music and Karen will follow-up with us when she has enrollment finalized by the endif April.
5. Monthly maintenance discussion—
Garden spring clean project — does not require RFQ (projects under \$10K). Scope of work is in hand. Dave sent the info to Sally and will procure a few more quotes.
DPW will provide mulch.
Bill emailed Jay McNeil at DPW to request spring clean scheduled.

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Floors project — could be phased. Bill and Dave will reach out for 2/3 quotes. Reach out to tenants — when would be a good time? Maybe hallway done over a weekend? August? Project will take about 3 days. Sand, seal coat, 2-3 coats.

Benches project — Sarah did a test patch Wet & Forget to remove moss. Instructions recommend letting spray sit for 1 month and then using water and brush to remove. Sarah will spray all 5 benches and follow-up.

6. Draft MOU update — requests that 1 person/ building manager to be the point of contact for all Beebe Estate questions/needs and conduit to the City. Example: Memorial Hall, full time employee. How are other city facilities managed: Mount Hood, the Library, City Hall?

We're still waiting to review lease from Shannon — particularly question of Liability.

The City is both the owner and tenant City owned building managed by a volunteer? What about the artists — they are the Beebe Estate Association? Bill will follow-up regarding this. We will compare some other city-owned historic homes in the area. Jess will investigate historic properties in Wakefield and Sarah will contact Winchester. Bill emailing with more questions and seeking clarification. We need to continue this discussion.

7. Other Business

Annual report— we submit to the city annually. It's primarily our financials.

Bill knows someone who's interested in joining the board.

We could invite Susan and Terrica (sp?) to join us at a future meeting to share some Institutional knowledge.

Motion to adjourn by Bill at 9:16 pm. Seconded by all.