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NOTICE OF MEETING CITY OF MELROSE, MASSACHUSETTS

ORGANIZATION: Beebe Estate Board of Trustees

MEETING DATE: Tuesday, March 5, 2024

TIME: 7:30 PM

**MEETING
LOCATION: Beebe Estate, 235 W. Foster St, Melrose**

REQUESTED BY: Sarah Besegai, Trustee

AGENDA

1. Review of February Minutes
2. Monthly Treasurer report
3. Monthly maintenance discussion and new project discussion
 - Electric — upgrade panel — need to coordinate Kuhlman and Davco
 - Back hall/chimney — next steps
 - Front door — ordered and awaiting installation
 - Exterior paint — schedule for spring
 - Garden cleanup and pruning — Simple Greens will begin in late March
 - Plantings/shrubs to walkway as requested by CoA
 - Painting inside offices as requested by CoA
4. Tenants and event rentals
5. Other Trustees business