

## TOWN HOUSE ADVISORY GROUP

### MINUTES May 19, 2025

Attending: Rockwell Fuller, Chair, Curt Albee, Vice-Chair, Sarah Havens, Greg Colling, Paul Kifner, Overseer,

1. Review and approve minutes of April 17, 2025

The April meeting minutes were unanimously approved.

2. Town House Rental Fee Waiver Request

The DNC waiver request was reviewed. \$300.00 was charged last year for their event. Rocky proposed \$350.00 for this year and it was unanimously approved.

3. Organize for Fundraising Event on June 7, 2025

Steve Handy is organizing the food for the event. A draft notice was prepared by Rocky, reviewed, and edited by the committee. The final draft will be forwarded to Paul for distribution and notice will be provided to the Town Clerk.

Curt will provide the tent again this year and it will be set-up on the Friday, before the event, after 10 am. Soft drinks will be provided in addition to Brockelbank beer. THAG members are asked to prepare appetizers. Donations will be accepted at the door. Alternative methods of accepting donations using “Venmo” was suggested.

4. Review town of Strafford process for replacing Committee, Commission, and Board Members during a term cycle.

It was the committee decision and recommendation to abide by the Selectboard memo on procedures including public notice of vacancy, committee review of applicants, selectboard approval, and candidate appointment.

5. Financial Report by Sarah Havens

Sarah has prepared a giving level list. She recommended acknowledging donors, and encouraging legacy donations. Sarah recommends a walk-through the building with knowledgeable committee members to identify capital projects for fundraising purposes.

6. Summer Project Update: painting, bell frame, and clock repairs

Robert Morgan Company painting of the (?) facades is scheduled. Mike Cotroneo is scheduled to start work on the bell frame on Wednesday at which time the bell will be lifted off the frame. Timber framers Joe Cotter, Adam King, Silas Treadway and Jan Lewandowski will be assisting Mike.

John Echternach has reached out to a clock expert to schedule and perform clock repairs.

7. Kestrel box update

Rocky reported that the kestrel box now has five eggs. Access to the box for the Vermont Institute of Natural Science (VINS) personnel for observation and tagging purposes was improved with 2x6 framing to stabilize it for safety.

Rocky will post updates on the chicks.

8. Other business

Paul will update the Town House calendar of events in coordination with Curt, and the Town Clerk, and post an updated calendar.

Paul will waive his fee for this year's Newton School 8th grade graduation on the green.

The V-tones inquired about using the townhouse for a performance with a suggested \$20.00 donation. They would like to sing and be recorded in the Town House.

Sarah asked if they could be the closing concert for the season. Paul responded that the summer concert series is booked.

Rocky will not be available June 17-24.

9. Date and time of next meeting

June 26th, 5:30 pm at the Town House

Meeting adjourned at 6:30 pm.