

Munson Memorial Building Trustees
Draft Minutes Wednesday, September 25, 2019
Munson Memorial Library

Members Present: Claudia O'Brien (Chair), Janice Ratner.

Absent: Aaron Hayden

Meeting Called to order: 2:30 pm.

1. Agenda:

Agenda Review/Additions: None

2. Action and Discussion:

- a. Capital Projects for the Munson: There have been several projects approved for the Munson by Town Meetings over the years that do not seem to have been done. The Trustees will ask the Town Manager for the status of capital projects and appropriations for the Munson as well as when the projects are expected to be done.
- b. Janice will request an updated report of the Munson related accounts from Holly Bowser in the Accounting Department.
- c. Rental agreement and contract Jennifer Moyston (Town Manager's Office) could not be present so this topic will be discussed at a future meeting. The Trustees will need copies of the current documents (contract and usage agreement) and will work with Jennifer to update language and fee structure.

The meeting adjourned 3:20 p.m.

Janice Ratner
Acting Clerk