

**Town of Lebanon Board of Trustees
for the Jonathan Trumbull Junior House Museum, LLC
Minutes
Special Meeting
Tuesday, February 29, 2016, at 4:00 p.m.
Town Hall, Conference Room**

Present: Sherri-Ann Martin, presiding, Pat Hedwall, Maggie McCaw, Leigh Hogan Ruckdeschel (4:20 p.m.), Tim Smith, Alicia Wayland, Candace Brashears (4:10 pm)
Also present: Kathryn Hurley, Gilbane Company, owner's representative

1.0 Chairman Martin called the meeting to order at 4:03 pm.

2.0 Minutes

2.1 Motion ((Smith, Headwall) to approve the minutes of the Jan. 26, 2016 regular meeting. Motion to approve amended minutes passed unanimously.

3.0 Other Business

3.1 Ms. Hurley reported on the status of the punch list produced at the last walk through. 75 to 80 % of the list has been completed. Outstanding items to be done prior to payment of \$7000 retainage to General Builders:

1. Lighting in rear ell and exterior front lighting
2. Exterior Stonework
3. Screen installation on a few windows

General Builders to return week of March 7, 2016 to complete.

3.2

Ms. Hurley recommended payment of invoice for Unit Heater installed in crawlspace of ell. Motion (Wayland, Hedwall) to pay invoice, dated Feb. 29, 2016, in the amount of \$980.00, received from Gilbane Building Company, funds to come from the balance remaining in the grant for Phase I Renovations received from the Adams Town Memorial Fund, and administered by the Lebanon Historical Society. Motion passed unanimously.

3.3

Ms. Hurley presented Change Order #2 for Phase III Renovations to provide a Gilbane employee to function as our Owners' Representative. Motion (Hedwall, Smith) to approve Change Order #2 for Phase III Renovations for a not to exceed amount of \$11,100 for Owners' Rep services as provided by Gilbane on other phases. Motion passed unanimously.

(C. Brashears arrived 4:10 pm)

3.4 Security System Update – Linda McDonald (Selectman's' Assistant) is still pursuing individual access codes for the new security system so we know who enters the house. We are currently using only one access code.

3.5 June 11: CT Open House Day – John Koopman and hopefully the Light Dragons are coming to the House. We will have the Columbia Woodcarvers onsite as well from noon to 4:00 pm. Ms. Brashears noted that there are only 2 of the 4 table pegs with the table donated by the Kendall's. She will ask carvers if they can carve a couple more pegs for us. A book signing will be held at 4:00 pm for John Koopman's new book, "George Washington at War: 1776" (2015), and we will hold a small wine and cheese reception.

3.6 Reimbursements

None at this time.

4.0 New Business

4.1 Bid for Phase III Renovations was completed and posted Feb. 26, 2016. Specialty woodworking needed to repair Isaac Fitch banister on staircase – must go to high quality wood repair firm and will be bid separately by professional company.

4.2 Motion (Wayland, Hedwall) to recommend to the Selectmen a museum budget in the amount of \$12,534.50 for Fiscal Year 2016-17, funds to come from the Jonathan Trumbull Jr. House endowment fund, account #215-00-015, passed unanimously.

4.3 Status of Furniture - \$415.71 remains from our insurance payment for damage during storage and is has been deposited in Phase II Renovations. Chairs donated by Hugh Trumbull Adams need repair – chairs seats are covered with needlepoint which was done by HTA's mother. April 2nd – whomever on the Board can attend, Work Day at 11:00 am to clean out attic areas and determine what repairs remain to be completed. Ms. Brashears and Ms. McCaw to follow-up on selection of new/revised display cases.

4.4 CHLO Membership Renewal for 2016-2017 in the amount of \$45. Motion (Martin/McCaw) to pay for membership, passed unanimously.

4.5 Date of next special meeting is March 17, 2016 to open and record bids. Our next regular meeting is scheduled for March 22, 2016.

5.0 Adjournment. Motion (Wayland, Hedwall) to adjourn passed unanimously. Meeting adjourned at 5:08 p.m.

Sherri-Ann Martin, Chairman