

## **Minutes of the July 28, 2015 Patton Homestead Directors**

Attending: Carin Kale, Bill BurrIDGE, John McWane, Patrick Reffett & Georgina Keefe-Feldman

Carin called the meeting to order @ 4:08.

The Minutes of the June 23, 2015 Meeting were approved. GK-F will deliver a copy to the Town Clerk's Office.

Carin led a discussion about the amount of work to be done. Sub-committees may need to be formed. A by-law sub-committee is on the list. The Board will meet every other Tuesday for now. Carin suggests we schedule visits etc. and make a calendar for the next few months. The Board should develop criteria for our searches. Carin distributed a work plan model.

### **Filing Documents – Georgina Keefe-Feldman**

- The group has received documents from Donna Brewer, Town Counsel re: our draft purpose statement. We are advised to delete any references to fundraising in our purpose. That led to a discussion about nonprofit fundraising in general, paying taxes etc. It was decided to invite Donna Brewer to the next meeting for a discussion about this and other nonprofit issues.
- Georgina reported that the nonprofit needs a mailing address. It is often the home address of a Director. Because the Homestead is identified as being at 650 Asbury Street it was decided to use that address. Georgina will speak to Peter Nichols, the caretaker, about adding a box inside the Homestead where he can put Homestead mail, as he does for Archives. She can check it periodically.
- The Registered Agent came up again. G K-F looked into using the CT Corp. for this purpose, as suggested by Donna Brewer. G K-F will get more info and we can discuss with Donna when she meets with the Board. The cost is \$295 annually. Patrick will check with Michael Lombardo on this.

### **John McWane Update**

John reported on his meeting with Scott Maddern, BOS Chair. Questions discussed included the definition of roles; who controls the use of the Homestead; would the Town hire an event coordinator? Patrick said this last point was a good one to bring up now as it is budget time.

- Re: the finalization of the sale to CP Berry, Scott thought it was very close – a month or so away.
- John asked about the MCC Facilities grant status. Any action there? Scott did not know the status. Is that grant money still available? The Board knows this is not in our court to move forward, which raised the question, what is the Town willing to do?
- John relayed the group's suggestion re: having someone from the Town on site at events. Georgina had a conversation with Stephanie from Bevara and she said that is a role they could take on. Carin wondered if the existing RFP with Bevara would cover that. A Management fee charged to users could cover the cost. Other ideas included hiring someone independently. Both would only be used on an "as needed" basis.
- John discussed parking with Scott. Bill Redford thinks the Town DPW can handle building a parking area. Scott will raise the issue with M. Lombardo.

### **Patrick Reffett Update**

- Patrick discussed insurance issues. Does coverage depend on the group using the Homestead? What is necessary to protect the Town? All questions for discussion with Donna Brewer.
- Bill added that the Rec. Dept. is covered by the Town, but the baseball leagues have to have their own coverage as well.
- Patrick added that there are state statutes in play as well. People walking on trails have limited liability if the trails are open and free.

## **Curatorship Programs- Carin Kale**

- Carin facilitated a discussion of curatorship programs. The ones she knows of are state programs. For example, Maudslay State Park in Newburyport. It remains as asset of the state. An RFP goes out to operate it. Do any cities or towns run curatorship programs?
- Georgina said she would contact Annie Harris, Exec. Director of the Essex National Heritage Center to see if she had suggestions.
- Patrick stated that the state can work the curatorship in several ways. The money made goes for improvements and to pay for upkeep.
- Willowdale has such an arrangement with the state, with a long-term lease. It was originally going to be a B & B but Topsfield came up with such a big tax bill that they changed to an event venue. The couple who “own” it have spent years and lots of money restoring the estate and improving the facility.
- Bill wondered if Hamilton would be receptive to such an arrangement.
- John wondered why a nonprofit would be needed if a curatorship program was established.
- John and Patrick said zoning changes would most likely be needed. Also, the Selectmen would probably need authorization from Town Meeting to establish a Curatorship program.
- It was decided that all of these questions would be discussed with Donna Brewer.
- Carin brought up the Stephens Estate in No. Andover. We are not sure how they are run. It is owned by the Town. A field trip to learn more was planned. Bill’s contact is the event coordinator there. He will be in touch with her and set it up.
- There is info on the state DCR website about curatorship programs.

## **Current Status of the Homestead – Future Upgrades**

- We still are not clear on the capacity limit inside the homestead. Patrick stated that the capacity inside would be 50 people.
- Bill commented that doing all the upgrades will cost a considerable amount.
- A flexible, multi-use concept is the current idea.
- The screened in terrace could be expanded with a glass front, upping the capacity for weddings etc.

**The next meeting is set for Tuesday, August 11, 2015, followed by a meeting on August 25<sup>th</sup>.**

The Meeting adjourned @ 6:15 PM

G K-F  
7/11/15