

Quasset School Advisory Committee
Meeting Minutes
Wednesday, January 18, 2017

Present --Myra Pratte, Elaine Lachapelle, Irene Wheeler and Alan Walker
Absent--Val Law, Brian Musumeci and Lyn Smith

The meeting was called to order at 4:04pm by chair-Myra Pratte.

Motion by Elaine/Alan -To accept the minutes of Nov. 17, 2016 special meeting with no changes. Motion was accepted.

Myra received a quote for doing the windows from Paul Pribble after Christmas. It was approved by the 1st Selectman, Alan Walker and it was then sent to the Insurance company. He then sent us a contract in which we changed several small items. Under 1.1 GENERAL REQUIREMENTS correct spelling of requirements 2 times. 1.2 Under DESCRIPTION of WORK -correct in item 2- from/form. Item 3 - correct comma after damaged. Item 4 - comma after replaced. Item 5 - comma after glass, comma after glazing materials, period after paints, capital S in Sash and also adding es to sash. Under 2.0 - MATERIALS - item 2 add after client's choice "of all colors." On page 2 under CONTRACTOR'S RESPONSIBILITY - Item #2 correct spelling in disposal. Item #2 correct spelling in provided and remove apostrophe from sashes. Item #5 remove apostrophe before sib MSDs. Item #6 Delete of before the word before and add at the end of the project after the word restoration. Add item #7 One window will be completed for the review of the committee before work on the next 7 windows can be done. Delete words in he next paragraph "I just cannot stand to see that modern glass in there." Under TIMELINE - correct comma after January and of. Under MONIES - correct spelling of deposit and change 50% of the balance to 1/2 of \$17,680.00.

Motion by Elaine/Irene-To approve the contract as amended with Alan Walker being the agent of the town of Woodstock. Motion approved.

Elaine would like some archival boxes for the Quasset items at the Historic Society. She will look at Gaylord a major company and on line. Amazon recycles these boxes and may have them. **Motion by Alan/Irene - To allow**

up to \$150 for the order of archival boxes to hold the Quasset School items. Motion approved.

New business - Elaine found some Shutter Dogs that cost \$300. They are needed to hold the shutters open and to keep them from banging against the building. The parcel contains some 42 shutter dogs and 56 hinges. Elaine will check with Lyn about the need for them. **Motion by Myra/Elaine-If Lyn feels that we need the shutter dogs and the cost is appropriate, we will approve \$300 to purchase the items. Motion approved.**

4:36 - Motion by Elaine/Myra to adjourn.

Respectfully submitted,

Irene Wheeler, Secretary