

TOWN OF AVON
2016 JUN -9 AM 8:16
TOWN CLERK

Trustee Meeting
Minutes 1/5/2016 Meeting

Call to Order-6:15 pm

Present: Patricia Olson, Chuck Comeau, Library Director, Karen Johnson

Minutes of December 8 were reviewed and tabled until Paul Chute returns from Florida

Bills were reviewed and signed

November 2015 **Management Report** was reviewed. Chuck had a question on one line item. Karen will check with Town Accountant.

Building updates-Roof repair has begun and there was a discussion as to the next steps to take. Chuck will contact Briggs Engineering to create a building plan. The plan would then be published in the Central Register. Contractors would then bid on the project according to the specifications outlined in the Building Plan
Chimney project has been completed by Atlantic Chimney.

Staffing-Karen will go over the **Opening/Closing Procedure** with the staff. A copy of the procedure will be placed in the electrical closet.

The **December Report** to the Selectmen was perused.

January Calendar/Newsletter was distributed.

Tom Geiss will end his reign as **Webmaster** for the APL website on June 30, 2016

Next meeting is scheduled for February 3 at 6:00 pm

Respectfully Submitted:


Karen A. Johnson
Acting Secretary