



Endicott Estate Commission

Minutes of the October 6, 2014 Meeting

Members Present

Committee members present included: Michele Heffernan, Marie-Louise Kehoe, Barbara Gula and Jason LaPrade

Members Absent

David D'Arcy

Minutes of the September 8, 2014 Commission meeting approved

Agenda Items

Introduction of Sheila Shaw, Event Coordinator

Discussion Items

Guidelines for Catering Companies

- Update – caterers are required to obtain a one-day license directly from the BOH, a copy of which will be required by the Endicott Estate prior to the day of event

Capital Improvements

- Michele Heffernan requested that the Commission be apprised of the FY16 Capital requests of the Facilities Director for improvements and/or repairs to the Estate; Erin to reach out and obtain those requests

**The next meeting of the Endicott Estate Commission is scheduled for:
Monday, November 3, 2014**