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**Amesbury Cultural Council
Cultural Center Subcommittee Meeting Minutes**

Date and Time: January 7, 2026 at 6:30pm

Location: 14 Cedar Street, Amesbury, MA 01913

In attendance:

Amy Vander Els (AV), Bonnie Brady (BB), Aimie Westphal (AW) (Subcommittee Chair & Library Director), Joanne Barnes (JB), Kristen Costa (KC), Sally Nutt (SN), Mayor Gove

Call to Order – by Aimie at 6:32 pm

MINUTES

Approval of past minutes

- 9/4/25 Minutes: AV moves and KC seconds. Minutes unanimously approved as is.

Subcommittee chair election

- Bonnie Brady and Kristen Costa offered to co-lead. No other interest was expressed.
- Nomination of Bonnie and Kristen by AV. Second by AW. All approved.
- Amie will chair this meeting and pass on to new leads for next meeting. Bonnie and Kristen will rotate chairing the meeting and taking minutes.

Facility update

Ceiling leak:

- Mayor Gove updated us on the facility – there is a chase above the Center to the kitchen ice line above which needs an access panel. It's the building association's responsibility to install. The mayor will remind them (again).

Bathrooms:

- The ADA compliance signs are in for the bathrooms.
- Locks for exterior bathroom doors are needed now that they are unisex. They are not in place as inspected during the meeting.

Cleaning:

- No update on a cleaner for regular and ad hoc requests.
- Aimie will get an update from Chief Bailey on Jeff's interest and availability. The mechanism for payment needs to be determined - is it the same as when a police detail supports an event - an invoice is submitted to us and the ACC Treasurer can direct finance to pay from our account.
- It is still possible to get on the City cleaning contract.
- Bringing on an independent vendor requires 3 quotes and is subject to procurement process and approval. A suggestion was made to use the vendor used by the Carriage Lofts.



- ACC needs to plan for cleaning fees per the mayor. Costs can be recouped if we charge fees for renting the space.

Discuss AV installation

The mayor checked in with us on where the AV screen should be installed. We confirmed the wall where electric has been installed. For use of AV for a hybrid public meeting, we should read the rules.

Discuss supplies needed in the short term

\$200 has been approved by ACC for supplies – Bonnie has the list. Plus there is now a \$120 gift certificate (from the shelving purchased at Ocean State Lot). The mayor requested to see the supply list and also let us know that there are excess supplies available after the City Hall move. Bonnie will work on that. We can use the library account to order tax-free items on Amazon.

Amy will check at the new city hall for hangers & hooks for the hanging system we are interested in. We need to measure the walls, review costs, and whether we already have approval and how much.

The mayor suggested purchasing café tables for the gallery area (next to kitchen) to be used when food is served. Not ready to buy now.

Also, the mayor suggests that we can rent out the space. We would need to find out if we need Council approval and what the occupancy is. Rental fees could offset cleaning costs.

Discuss mayor feedback for draft use of space procedure & reservation request form

The mayor's feedback has been incorporated into the procedures form. She recommends that the ACC should focus on the vision for the space and activating it for culture and the arts. The mayor's office (specifically Victoria Feger) can do the admin of scheduling the space, requesting cleaning services as needed, and managing open tickets for see/click/fix.

Bonnie will update process document and form for next meeting to reflect that the library will no longer have a role in management of the space. The library is using the locked room for archival photography.

We have 3 open tickets: light bulbs, clogged kitchen sink, and one other (?) which will be transferred to Victoria to manage.

Public Comment: NA

Items not anticipated: NA

Motion to adjourn: AV moves and KC seconds. All approve.

Meeting adjourned at 6:24pm

Next meeting:

- 1/20 6:30 PM at the Cultural Center
- Invite new council member who has expressed an interest.
- Notify Joanne on next meeting date.



Submitted by Bonnie Brady.

