

## Properties Report- 2025 House Tour

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### **Background:**

House Tour (HT) planning discussions began in January when Liz and Robin, HT Chairs, met with Karen and Kathy Properties Chairs via Zoom. We discussed property needs and location for early and day of **ticket sales, homes/gardens, tea and boutique**. Beginning in May, Properties assisted HT committee chairs to find supplies and equipment in the storage unit, locate items from club members and to request new supplies and equipment based on the current needs.

### **Scenic Sconset Stroll House and Garden Tour 2025**

Folding chairs, card tables, booties, containers, NGC banner/flags, tablecloths, tea supplies and specific signs were all located in the large storage unit. Banner/flag poles, banner/flag holders, folding chairs and orange traffic cones were acquired by the HT Chairs. Properties tracked down and located the baskets for tea floral arrangements. Requested supplies were either delivered to members by Properties, or Properties met with members at the storage unit to locate the supplies or

members familiar with the storage unit would notify Properties and obtain the supplies themselves.

Properties contacted Tom Hanlon Landscapers in April to set up the pick-up, delivery and return of the HT equipment and supplies. Times and delivery arrangements were reconfirmed four times from April to August. On August 6 at 7:15 am, items consisting mainly of large garbage cans, chairs, tea supplies and bins of tablecloths were loaded onto the truck. Deliveries were made to the HT boutique, tea, and ticketing areas at 12 Baxter Road and specific HT home and gardens. Tom Hanlon Landscaping was also engaged to return to 12 Baxter Road at 4:00 pm to load equipment and supplies, as well as, gather up the folding chairs from each home and garden. Signs, posts, cones, extra booties, containers and banners that had been placed by HT Committee Chairs that morning were also loaded onto the truck and returned to the storage unit.

Properties engaged Island Rubbish in April to pick up trash in front of each HT home, comprised primarily of used booties and several heavier bags in front of 12 Baxter from the tea, ticketing and boutique. HT trash pick-up was reconfirmed four times from April to August along with several emails sent with the address of each

home on the tour and specific instructions on retrieving the trash (only pick up bags placed in front of each home). Island Rubbish agreed to arrive no later than 4:30 pm to retrieve trash bags from each house. We brought \$300 in cash for tips. (\$150 each- \$120 for Hanlon for both delivery and return of supplies. \$60 was for trash pick-up at 4:30 pm)

Unfortunately, Island Rubbish employees arrived 45 minutes late requiring Properties and HT Chair to personally take the garbage bags (in their own vehicles) to a construction site on Baxter Road. There, the construction company kindly helped us place the bags in their dumpster. The following day Properties explained to Island Rubbish that we were not paying them for unperformed for rubbish removal.

Tom Hanlon's landscaping employees were timely and reliable. They quickly loaded their truck with our equipment and supplies, waited at the unit for an extra hour while we were delayed by Island Rubbish and by disposing of the garbage ourselves. Tom Hanlon's employees were paid cash tips allocated to them along with the cash tip earmarked for Island Rubbish (for waiting the extra hour.)

On Thursday August 7th, Properties organized HT supplies in the unit and collected soiled tablecloths to be laundered. Tablecloths were laundered by Rodriguez Laundry for \$5 per pound for wash and fold and returned to the Daffodil storage unit, ready for the Daffodil Flower Show.

### **Suggestions:**

#### *Continue the use of a Day of Timeline*

It was helpful to have a timeline with input from all HT committees for use on the day of the event. We used the timeline to keep us on schedule and as a checklist in the morning and afternoon to ensure we had delivered and picked up everything requested to and from the correct location.

#### *Continue the practice of “Just in Time” inventory for purchases.*

HT Chairs used what was available in the storage unit and accurately estimated any residual purchases resulting in reduced bins to be stored. The cost of storage on Nantucket is significant, so we suggest that we continue to limit quantities purchased to just what is needed.

*Obtain the cell phone numbers of the Landscape and Trash Company truck drivers.*

We had the cell phone numbers for Tom Hanlon and the Island Rubbish Dispatcher, but we were unable to reach anyone at Island Rubbish when we called. Also, we had to contact Tom Hanlon and have him alert his truck drivers that we were delayed, since we did not have their direct numbers.

*Replace Island Rubbish with another trash vendor.*

We suggest Reis Trucking as the trash vendor going forward.

*Consider renting tablecloths.*

Tablecloth rental would result in a better fit than using the NGC long dark green multi-purpose tablecloths. In addition, renting would provide choices in tablecloth color and design allowing for more creativity in tablescapes. Tablecloth rental would also save on laundry expense after each event and on storage space.