



Searles School and Chapel

Minutes

Searles Trustees Meeting March 24, 2016

Fred Linnemann called the first meeting of the Searles Trustees to order at Searles School and Chapel.

Present were Trustees Marilyn Bailey, Peter Griffin, Sally D'Angelo, Betty Dunn, Fred Linnemann, John Mentuck

P. Griffin, S. D'Angelo, B. Dunn, F. Linnemann and John Mentuck reported that they have gone to the Town Clerk's Office and have been sworn in as Trustees. M. Bailey will do so soon.

Minutes of the Historic Commission meeting on March 1, 2016. Motion to approve by B. Dunn, seconded by P. Griffin. Vote in the affirmative 6-0.

Report from Donna Markham, Searles Coordinator,

1. Print-out showing future scheduled events for 2016 and estimated income from these events.
2. Printout from the town showing 2016 income of \$7,150.00 and expenditures of \$1,097.50 that have been posted. That report does not reflect payment of D. Markham's salary and maintenance personnel overtime charges.
3. D. Markham reported a successful Wedding Fair had taken place on March 12.
4. She also reported that there had been a septic system problem on March 22. The tank outside the handicap entrance overflowed. The tank has since been pumped. There is no record of anyone switching between the two reported septic systems.
5. D. Markham had set up an information table about Searles in the lobby at the high school during the February Presidential Primary and the March Town election and this had generated interest in the Wedding Fair.
6. Attached to D. Markham's report was an email from David Paulson, Maintenance Director, concerning Searles maintenance issues. He reports that as of April 22, 2016, there will be a changes in the town's maintenance organization. Some of the maintenance work will be contracted out. Some town maintenance personnel will be leaving. D. Paulson wants to plan for this change.

Trustees Website

F. Linnemann reported that the Town website now contained information on the Searles Trustees. He will make sure that the Searles Trustees By-Laws, as recently adopted by the Board of Selectmen, are posted there.

Maintenance

1. F. Linnemann reported a conversation he had with D. Paulson concerning maintenance issues. Paulson told him that he, Paulson, is responsible for larger projects and that Jack McCartney is in

charge of regular maintenance. D. Paulson would like to meet with D. Markham to determine a plan for Searles maintenance after April 22. The Trustees reviewed past maintenance project lists dated April 21, 2015 and September 17, 2015. Both lists need to be updated and reviewed.

2. The Trustees agreed that D. Markham and B. Dunn should meet with D. Paulson on April 11 or 12 as D. Paulson had requested. Prior to that meeting, D. Markham will generate a maintenance list and distribute that to the Trustees. The outdoor floodlight and septic system maintenance should be included in that list.

Stained Glass Windows.

F. Linnemann reported a conversation with Margaret Case about planning for the restoration of additional stained glass windows. M. Case is working on some potential donors for additional windows. There was a discussion of how the Trustees will prioritize which windows should be repaired. This item will be put on the agenda for a future meeting, and M. Case should be included in that discussion.

Budget and Accounting

It was noted that we had received the accounting of the Searles regular account, but not the special trust account. In the future, we should ask for both accounts. Also noted was that the \$7,000 match for the grant will need to come out of the regular account. We should also ask how and when the posting of D. Markham's salary is done, and how the posting is done for maintenance.

History

F. Linnemann reported that he had talked to Marion Dinsmore about creating a written history of the activities of the Historic Commission and what it had accomplished at the Searles School and Chapel. M. Dinsmore agreed to work with the Trustees to create such a history. This matter will be taken up again at a future meeting.

The Trustees had a broad discussion of how to recognize the work of some of the significant contributors to Searles. No decision was made. This matter will be taken up again at a future meeting.

Election of Officers

The newly instituted by-laws of the Trustees state that the election of officers will occur during the April meeting of the Trustees. Each Trustee expressed their thoughts on potential officers. Several Trustees expressed willingness, and various proposals were discussed. Trustees will consider this information and be prepared to vote for officers at the upcoming April meeting.

Other

1. The funds held by the Friends of Searles were discussed. This matter will be brought up again at the April meeting. B. Dunn will discuss this with D. Sullivan, Town Administrator.
2. There was discussion of setting goals and objectives for the Trustees. S. D'Angelo work on setting up a process for goal setting.
3. The new by-laws state that there will be seven to nine Trustees. Presently there are six. D. Sullivan will be asked about when and advertisement should go out for a new trustee and what that advertisement should say. We should also clarify what the process will be to determine who will be appointed.
4. At their next meeting, the Board of Selectmen will be asked to waive the fee for use of the building for a function. The Trustees discussed the need to have input on future determinations on waiving fees. The determination should be based on the budget impact of such uses. This determination

should be made in conjunction with the expectations for maintenance work needed before and after the events.

5. Next Meeting will be on **Thursday, April 28, 2016** at 7P.M at Searles School and Chapel.
6. Meeting adjourned.

DRAFT