



Trustee Meeting Minutes

Date: January 17, 2023

Time: 7:00 PM

In Attendance: Betty Dunn, Chair; Peter Griffin, Vice Chair; Michael Mazalewski, Trustee; Lisa Thornton, Secretary; Elizabeth Gill, Trustee; Rich Parow, Trustee; Cheryl Haas (Searles Coordinator)

Excused: Neil Fallon Trustee; Frank Merchel, Trustee; Jennifer Simmons, BoS Representative

Agenda:

1. Approval of Minutes – December 13, 2022
2. Coordinator Report
3. Tower contract work – status
4. Review of ongoing maintenance issues- walking tour?
5. Report on Budget Hearings
6. New donation to Endowment for Searles
7. Other business

Meeting was called to order at 7:05 PM

Meeting Minutes:

The following meetings were reviewed by the board:

Meeting Min. Date	Motion to Accept	Seconded By	Discussion/Comments	All in Favor
December 13, 2022	Peter Griffin	Rich Parow	Correct to reflect 15K	With corrections

Coordinator Report:

- Cheryl reviewed the bid process for cleaning contract
- The current revenue is now 21 K due to the deduction of 50% of the annual bond payment. An updated account statement will be forthcoming.
- Cheryl reviewed impact of specific upcoming non-profit events:
 - Windham Women’s Business Connection: This organization has been given a reduced rate of \$50.00 for several years. Whereas, cost for cleanup of bathrooms as well as trash removal occurs the current fee does not cover costs. Increasing the fee to \$75-\$100 is suggested. The board will discuss fee restructuring at a later date.
 - Windham MOM’s Club: Cheryl received inquires from two different “full paying” clients for the same date which had already been reserved by the MOM’s club, which as a non-profit



would pay only a \$100 fee for rental. Loss of potential revenue and the need to revisit fee structure and parameters for non-profit rentals will be revisited at a later date.

- **Quilting multiple day rental:** Cheryl shared that Joanne Dickey (Quilt event coordinator) inquired as to the possibility of some reduction in rate as this is a 4-day event. The total rental fee is \$1750. Elizabeth G made the motion to provide a 10% multiple day discount, seconded by Peter G, with all in favor.
- **New Year's Eve rental update:** Cheryl reported that a variety of infractions to the rental contract occurred e.g. the event significantly exceeded the agreed upon close time, the client did not properly dispose of trash, as well as other infractions. The board briefly discussed the need to increase the security deposit amount. This proposal will be discussed at a later date.

Tower Work Contract Status:

- Cheryl has provided Mike with an event schedule for the next two months.
- Tyler Palmer had advised Mike that work would not begin until the end of February.
- Deadline for project completion is April 30, 2023

Review of Ongoing Maintenance Issues:

- Lisa reminded the board that a walk-through had taken place in spring 2022 and that a list of maintenance concerns had been compiled at that time. She will resend trustees a copy of the document for review.
- Rich P will work on the garden pathways by replacing grass with gravel in an effort to reduce weeding needs.

Report on Budget Hearings: Searles budget requests will be placed on the Warrant Article as stated.

Recent Donation to the Endowment for Searles: Betty reported that the Windham Endowment had received a donation to Searles in the amount of \$4,500. The donation was made by Doreen Demone in memory of James Brown.

Other Business:

- **Event Chairs:** A brief discussion ensued regarding the condition of the event chairs. Recommendations were made to either replace, chairs, to hire a professional upholstery cleaner, or to purchase white chair coverings. Discussion will resume at a later date.
- **Refurbish Tower Chimes:**
 - The board discussed funding options for refurbishing the chimes e.g. use Endowment funds, solicit donations/grants, etc.
 - Peter will get the name of the firm which he recommended for repair of Searles Castle bell system.
 - Betty will locate photos of the chimes as the chimes are currently inaccessible.
- **Searles Website:** Cheryl has put in request tickets to the new IT person (Thomas Moore) requesting assistance with accessing the website. To date she has been unable to connect with him but will continue to pursue.



- **Restoration of stonework (two front posts and handicap access area):**
 - Peter met with Jeff Corbin (Dracut, MA) to quote project.
 - Cheryl will forward to Peter an additional stoneworkers name.
 - Mike will also send contacts to Peter

Next Meeting: February 21, 2023 @ 7:00 PM.

Meeting was adjourned at 8:19 PM. Moved by Lisa Thornton seconded by Elizabeth Gill, all in favor.

Respectfully Submitted

Lisa Thornton

Lisa Thornton,

Searles School & Chapel Board of Trustees Secretary



