



Trustee Meeting Minutes

Date: February 10, 2022

Time: 10:00 AM

In Attendance: Betty Dunn, Chair; Peter Griffin, Vice Chair; Michael Mazalewski, Trustee; Neil Fallon Trustee; Roy Dennehy, Trustee; Lisa Thornton, Secretary; Cheryl Haas (Searles Coordinator); Jennifer Simmons, BoS Representative; David Sullivan, Windham Town Administrator (guest); Dennis Senibaldi, Town Facilities Manager (guest)

Excused: Rich Parow, Trustee; Frank Merchel, Trustee

Agenda:

- **Maintenance Concerns:** Chapel Exit Door, Exterior Painting, Stonework (by handicap entrance & on entrance towers), Slate Roof Repairs, Alarm, Lock Box Change Code
- **Exterior Concerns:** Property Boundaries, Deeded Easements to Delahunty's, Map of Irrigation System
- **Personnel:** Hiring Attendant, Engaging Marketing Intern
- **Warrant Article Action Items:** Prep for Deliberative Session, Prep for Ballot Voting
- **Miscellaneous:** Fee Structure Change (especially reduced fee users), Financial Updates, Furniture Donation

Meeting was called to order at 10:05 AM

Meeting Minutes:

The following meetings will be reviewed by the board at the next Searles trustees meeting:

Meeting Min. Date	Motion to Accept	Seconded By	Discussion/Comments	All in Favor
1/18/2022			To be reviewed at next meeting	

Maintenance Concerns:

- **Chapel Exterior Door:**
 - Tyler Palmer quote for wood door (period appropriate) replacement is \$ 7891.30
 - Dave reported that trustees have approximately \$6200 available after payment of woodwork restoration and once the balance of the Moose Plate grant (5K) is received.
 - Dennis received a quote of \$6,200 for the glass/aluminum door option. Given that in 2021 Dennis had said he would provide some funding from the general maintenance fund (funding amount dependent on quote amount for glass door option) and the trustees would fund the delta amount (\$1691.30).



- Dave states that availability of the \$6200 from the general maintenance fund will depend on the Operating Budget passing at Town election. If/when the Operating budget passes, at the next BoS meeting the request for \$6200 will be presented. Per Dave, we are, in essence, approximately 30 days out from having funds committed to this project.
- Dennis confirmed that he had listed the chapel door replacement under his 2022 budget request.
- **Exterior Painting:**
 - Dave suggested amending Warrant Article # 7 to add painting the exterior of the building
 - Dave will confirm with Bernie Campbell that it is okay to proceed with this plan
 - Peter motioned to amend the warrant article at the Deliberative session to add painting of the exterior. Seconded by Roy, all were in favor.
- **Stonework:**
 - Dennis is in the process of getting a quote from J.R. Masonry for the handicap entrance repairs.
 - Dennis will get a price for the entrance towers stone repair but will not prioritize as this repair is not a safety issue.
- **Slate Roof:** Dennis has yet to receive a response from Olde Tyme despite several attempts. He questioned if Olde Tyme is putting off jobs until the spring.
- **Alarm:**
 - Neil Fallon was given a key and will be issued a code
 - Dennis will check if Rich Parow has a key & code
 - Dennis will give WAG a new code to use for the lock box
 - Dennis recommends changing the lock box code every 6 to 12 months.

Exterior Concerns:

- **Property Boundaries:**
 - Personnel from South Paw confronted Dennis claiming the business had a deeded right to the parking lot.
 - It was confirmed that South Paw does not have deeded parking.
 - Dave will locate a map of the property line.
- **Map of Irrigation System:**
 - Dennis states that he can only locate the sprinkler heads and cannot determine where the actual lines run.
 - At a somewhat significant cost he can have someone map out the lines if the trustees determine it as necessary
 - Neil suggested having Searles Trustees contract with a specific tent company whereby, the specific size of each tent size can be matched to a location that will not impact the sprinkler lines when staked. The renter would be required to rent through the specified tent company. This option will be reconsidered at a future meeting.

Personnel:

- **Open/Close Attendant:** To date only one application has been received. Dave will check into the option of hiring a town Park Ranger for the position.



- **Engaging a Marketing Intern:**

- Per Dave, the trustees can secure an intern on their own e.g. add in newspaper, contact colleges/universities, etc.
- In Dave’s experience, it is necessary to provide monetary compensation in order to secure an effective intern. He recommended \$ 10 - \$12/hour and confirmed that Searles has the financial resources to offer compensation.
- Prior to securing an intern a solid marketing plan needs to be created. This will assist in defining the intern’s role as well as provide the necessary materials and pathway to effectively support the intern.
- At this time, Dave recommended getting the ball rolling by exploring options with marketing firms rather than expending energy/resources securing an intern.
- Neil cautioned against “intermittent” marketing attempts based on seasonal trends but instead marketing must be ongoing. Cheryl and Neil will collaborate to review various marketing options and report out at the next trustee meeting.
- An Open House with a raffle was briefly discussed
- Peter recommended renewing the Derry & Salem Chamber of Commerce memberships.

Warrant Article Action Items:

- Discussion ensued regarding the term “completed” in Jen Simmons’ Deliberative session presentation on the article. Per Dave, the original tower/roof project had to be “completed” in order to put forth Warrant Article # 7 to request use of unused funds from the bond.
- At the Deliberative Session, Betty will provide an explanation for the amendment e.g. addition of exterior painting, as well as provide clarification on Article #7 if needed.
- Betty recommended holding a special trustee meeting in order to discuss next steps to support voter’s understanding of Article #7. A special meeting will be held on February 22, 2022 @ 10:00 AM.

Miscellaneous:

- **Financials:** Cheryl will secure monthly updates on the current balance of Searles revenue.
- **Fee Structure:** Changes in the fee structure will be discussed in the near future. A specific focus will be on fees for non-profit/community use. Dave stated the need to be consistent in fee assessments for each/every non-profit organizations.
- **Furniture Donation:** Trustees were in consensus to decline the generous offer of a sideboard by John InDelicato. Peter will inform John of the decision. Betty will follow up with a letter expressing the trustees’ appreciation.

Next Meeting: Tuesday February 22, 2022 @ 10:00 AM

Meeting was adjourned at 12:25PM. Moved by Michael Mazalewski, seconded by Peter Griffin, all in favor.

Respectfully Submitted

Lisa Thornton

Lisa Thornton,

Searles School & Chapel Board of Trustees Secretary

