



Trustee Meeting Minutes

Date: June 18, 2020

Time: 7:00 PM

In Attendance: Betty Dunn, Chair; Peter Griffin, Vice Chair; Maureen Spooner, Trustee; Michael Mazalewski, Trustee; Roy Dennehy, Trustee; Lisa Thornton, Secretary; Fred Linnemann, Trustee; Cristy Kadish, Coordinator

Excused: Rich Parow, Trustee and Jennifer Simmons BoS Representative

Agenda:

- Review and approve minutes of 5/21 and 6/5
- Report of Board of Selectmen's June 15 decisions about reopening
- Coordinators report
- Review of the Coordinator's job description (attached with Maureen's suggested amendments)
- Financials
- Status of Historic Assessment and Structural Engineering reports - Mike
- Status of the Moose Grant application - Lisa
- Tower project
 - Stonework bids and contract process - Maureen
 - Roof replacement planning -Maureen and Mike
- Air Conditioner replacement and other on-going maintenance issues
- Donations - Should we try for some now, and if not, when???
- Landscaping
- Potential Future topics
 - Review of By-laws
 - Review of Rental contract and fee schedule
 - Others??

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
5/21/2020	Roy Dennehy	Peter Griffin	None	Yes with corrections
6/5/2020	Lisa Thornton	Roy Dennehy	None	Yes

Coordinators Report

- Events are cancelled/postponed through July (15 paid events cancelled, 9 paid events postponed)
- Cristy is requesting that parameters on rental protocol as well as timeline on future booking date options to be provided to her.
 1. The Trustees determine a date of January 2021 to accept booking contracts and payment. 2020 requests to be “pencil in” no contracts signed.
 2. Betty will draft a statement explaining impact of State/Town of Windham decisions on reopening restrictions which will be used as an amendment to the contract.
 3. In the event of outside tented venues only the downstairs entry will be utilized and caution tape will be used to block access to all areas of the building with the exception of kitchen & bathrooms. The lift will be locked.
 4. Dennis will be contacted to identify irrigation system in order to avoid damage when setting up tents.
 5. For currently booked rentals the rental fee of \$350 will apply if the client opts for outside venue.
 6. No use of Searles table and chairs will be allowed for outdoor rentals.
- Marketing Updates: Please send your feedback to Cristy regarding updating Website.

Board of Selectmen Reopening Update

- BoS approved outside events with access to the building bathrooms.
- In 30 days the BoS will review decision on reopening for inside events
- Betty recommends developing a plan for reopening e.g. capacity, table floor plan, cleaning criteria, etc. to be presented to the BoS for consideration.

Review of Coordinator’s Job Description

- Minor changes needed before presented to BoS
- Review Maureen’s edit e.g. media maintenance. Cristy shared that the website is not easy to edit.
- Cristy recommends securing a fundraising specialist to manage donations, acknowledgements of donations etc.
- Cristy shares that if cost of rentals increase then increased marketing efforts are essential.

Financials

- There is less than 3K in funds and no revenue due to venue covid closing.
- Anticipated expenses are the 50% grant match to NH Preservation Association and the Festival of Trees Grant if awarded would be covered under the bond as apply to tower work.
- Discussion of painting the exterior but applying for funding under the property maintenance fund.

Status of Historic Assessment & Structural Engineering Reports – Mike

- Michael reviewed email from Beverly@ NHPA concerns regarding reports and future restoration endeavors. Beverly is extremely concerned that repair of the tower is done “right”.



SEARLES

HISTORIC SCHOOL + CHAPEL

- NHPA is asking for additional information in the Martel structural engineering report. Maureen states that the Martel report meets the specifications of what the NHPA requested for the Building Assessment Report.
- In essence, the NHPA is recommending that work on the tower does not commence until the interior woodwork is removed and subsequent examination of the interior stone walls is completed. Board discusses possibility of Graham Pendleton conducting this assessment.
- NHPA suggests reaching out to other similar building projects in order to glean recommendations. Maureen shares that the mason (Northeast Masonry Co) involved in the First Church of Nashua (recommended by Beverly NHPA) had visited Searles and is actively interested in bidding the project.
- Beverly (NHPA) discussed Martel reports verbiage of “water seal” vs. “water repellent”. Breathable sealant term okay to use?
- The Preservation Company is revising their report to include verbiage that the NHPA feels is pertinent to moving forward in our attempts to get viable bids for the roof and the tower.
- Michael is meeting with the Searles Castle mason to discuss process.
- Discussion of the roof repair included review of using date specific materials vs. engineering lumber (pressure treated lumber) to repair. The Board supports using up to date materials e.g. pressure treated lumber for repair.

Moose Plate Application Status

Lisa reports that the completed application would be delivered to Concord on 6/19/20. Notification of grant awards does not take place until October 2020. Betty questions how we would hold renters accountable for maintaining the restored woodwork. Cristy recommends use of cameras to document.

Tower Project

Stonework Bid:

- Maureen reports that stonework bids will be opened on 6/26/2020 @ 9:00AM
- Maureen will do a summary of the bids organized in a ranking system and email to Trustees for review.
- Board will meet via Zoom on 6/29/20 9:00 AM to review bids and determine a recommendation to be presented to the BoS @ 6/29/20 BoS meeting.

Roof Replacement:

- Mike Martel will do structural drawings with specifications
- For an additional cost of \$1950, Martel will come out into the field to monitor and provide shop drawings prior to any changes for Trustee approval.
- Roy Dennehy motions to approve securing Michael Martel’s services; Maureen seconds the motion; all voted in favor of securing Martel.

Air Conditioner

No discussion. Only maintenance issue discussed is exterior painting of building which Betty will discuss with Dennis.

Donations



- Cristy recommends determining a specific project to focus on.
- Cristy cautions regarding strategic timing and utilizing a silent phase in which we utilize a specifically targeted approach to potential donors.

Landscaping

- Peter met with Bartlett Tree Service. They report that the trees are healthy but need preventative work. Trees encroaching on the electrical wires are of concern.
- Dennis will receive the report and then follow up on concerns
- There is \$1,200 remaining in the landscape account from Garden Club Grants
- Peter will check in with Rich Parow regarding weeding
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Future Topics

Betty recommends maintaining a running list of future concerns e.g. installing interior cameras

Meeting was adjourned at 8:57 PM

Respectfully Submitted

Lisa Thornton

Lisa Thornton,
Searles School & Chapel Board of Trustees Secretary

Addendum: Summary of Betty Dunn's correspondence email dated June 12, 2020

- D. Sullivan stated that new deadline for stonework bids is 9:00 AM on Friday , June 26 and provided the following link <https://www.windhamnh.gov/DocumentCenter/View/7169/SSC-Tower-Stonework-Bid-Pkg?bidId=> Mike M will advise Graham in case he is able to now submit bid
- Dave posted this deadline in order to get bids in time for the Trustees to meet, discuss and make recommendation to BoS on June 29.
- Betty updated Dave that Maureen has been in contact with Mike Martel about writing specs for roof work in preparation to go out to bid.
- Betty spoke with D. Sullivan regarding reopening of Searles. She reports that he was not encouraging but willing to consider outside events. Betty is arranging to participate via Zoom in upcoming BoS meeting to discuss reopening.
- Peter will contact previously used tree service for an estimate of work needed.