



Trustee Meeting Minutes

Date: July 16, 2020

Time: 7:00PM

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

Excused: Jennifer Simmons BoS Representative

Agenda:

- Review and approve minutes of June 18 and June 29
- Coordinators report and reopening status
- Update on Historic Assessment and Preservation Grant documentation - Mike
- Status of the Stonework Bid and Contract - Maureen
- Status of the Roof Design and Bid Process – Maureen
- Painting Estimate - Betty
- Report from Arborist - Peter
- Budget Forecast for 2020 and Beyond
- Status of Coordinator’s hiring process
- Potential Future Topics, e.g. Review of By-laws, contract fee schedule
- Other Topics?

Meeting was called to order at 7:04 PM

Meeting Minutes:

The following meetings were reviewed by the board:

Meeting Min. Date	Motion to Accept	Seconded By	Discussion/Comments	All in Favor
6/18/2020	Peter Griffin	Maureen Spooner	None	Yes, with corrections
6/29/2020	Maureen Spooner	Roy Dennehy	None	Yes

Coordinators Report

- **Facility Rental Updates**

1. There is one outdoor event scheduled in August. No events in September have cancelled/rescheduled to date. There are 3 or 4 dates on hold for inside events for September. One October event has postponed.
2. Access Tent is sending referrals to Cristy. Access has provided exterior tent seating option charts. One option provides seating for 144 people with proper spacing e.g. tables 6’ apart.
3. Betty and Maureen met with Chief Brady to discuss options for allowing inside event rentals. He was not able to give definitive feedback. He did agree with Maureen’s seating projections per the co-vid



safety guidelines. The board discussed, due to lack of personnel, that it would be very difficult to monitor events in order to ensure compliance with co-vid restrictions. Betty will discuss with D. Sullivan the possibility of requiring clients to sign a liability release.

4. The Board agreed to limit rentals from now to September 1, 2020 to outside rentals only. These rentals would allow capacity of 144 persons and permit the use of the building bathrooms and kitchen for a rental fee of \$300.00. In addition, the Board voted 4 to 3 in favor of considering inside rental requests at 50% capacity beginning 9/1/2020. Betty will advise the Board of Selectman of the trustees' concern regarding difficulty with monitoring spacing per co-vid standards.

- **Marketing Updates:** Please send your feedback to Cristy regarding updating website.

- **Operational Updates:**

1. Online booking calendar is back. URL is now: <https://searleschapel.com/trustees-scheduling>
2. Legare Auctions request to rent the building on 8/29/20 for both inside and outside viewing of auction items at a resident rate. Concerns arise regarding type of auction items offered (e.g. furniture) which would potentially damage the interior woodwork when moved as well as Legare's ineligibility for a resident rental rate. The board agrees to a rental after 9/1/2020 at a non-resident rate, with only small items (no larger than a chair) allowed inside.

Update on Assessment Studies and NH Preservation Grant Documentation

1. Michael will check on the status of Preservation Company submitting an invoice to the town. A copy of Martel's invoice should currently be available at the Town Offices.
2. Michael will complete the NHPA evaluation form and send a draft to Betty for approval.
3. Lisa will send to Betty the statement prepared by NHPA acknowledging donors who made the grant possible. Lisa will post on the one-drive photos of the Preservation Company's on-site inspection as well as Mike Martel's visit. As required by the NHPA grant requirements, Betty will submit articles to the Windham Independent and the Union Leader acknowledging their support in completion of the Historic Assessment report.
4. In mid August, Lisa will reach out to the Festival of Trees grant committee to check on status of the FOT grant request.

Status of Stonework Bid & Contract

1. Maureen reports that Northeast Masonry has been awarded the contract for \$101,800. They are in the process of sending D. Sullivan the contract for review which they anticipate formalizing in the next 2 weeks.
2. Northeast Masonry will complete a joint profile and conduct mortar color samples within the next few weeks.

Status of Roof Design and Bid Process

1. Mike Martel has been delayed but will meet with Maureen next Monday with a rough design as well as suggestions for roofers.

Exterior Painting Estimate

1. Bill Johnson provided an estimate of \$12,500 for painting exterior woodwork. This quote does not include window repair. He reports that the upper parts are in the worst condition and would cost approximately \$6,250 to paint. Lift rental is the most costly element of the project.
2. Betty will report estimate to D. Sullivan for consideration.

Report from Arborist

1. Peter reviewed Bartlett's Tree Experts estimate. Focus is on the trees wrapped on electrical wires. Dennis Senibaldi will be informed of the issue so that he can contact Eversource to address concern. Please see attached Bartlett report for details.



2. \$1200 remains in Windham Garden Club award which will be used for landscaping projects.
3. Rich P reports that he has weeded and trimmed surrounding foliage. He notes some shrubs in rear of building which are showing signs of distress. He will monitor.

Budget Forecast for 2020 and Beyond

1. Betty reports an account sum of \$ 6,375.00. She will check in with D. Sullivan to determine the amount of funds which are actually available for expenditures.
2. Due to shut down, Cristy's salary is currently the only expense incurred.
3. Presently, we are not able to spend anything unless funded by the Town Property Fund
4. Cristy anticipates printing of informational cards as the only impending marketing expense.
5. Motion was made by Fred and seconded by Roy to discontinue use/expense of the P.O. Box. Trustees voted unanimously in favor to discontinue use/expense of the P.O. Box. Cristy will contact D. Sullivan to advise.

Review of Coordinator's Job Description

Betty will check status of posting of the position

Future Topics

- Fund Raising:
 1. Peter discussed investigating the possibility of accessing NHDFAs charitable funding program. Maureen recalls that when this option was explored a few years ago it was determined that funding of Searles School & Chapel would not be a feasible option. She will recheck past Meeting Minutes and her notes and report status back to the board.
 2. Peter discusses *Gaming* as a fundraiser option. Whereas the Windham Endowment has utilized *Gaming* as a fundraiser venue, Peter will contact the Endowment for information on proceeding with this fundraising option.

Meeting was adjourned at 8:57 PM

Respectfully Submitted

Lisa Thornton

Lisa Thornton,
Searles School & Chapel Board of Trustees Secretary