



## *Trustee Meeting Minutes*

**Date:** July 18, 2023

**Time:** 7:00 PM

**In Attendance:** Peter Griffin, Chair; Lisa Thornton, Vice Chair; Michael Mazalewski, Secretary; Neil Fallon, Trustee; Frank Merchel, Trustee; Rich Parow, Trustee, Jim Bull, Trustee, Ross McLeod, BoS Representative, Cheryl Haas (Searles Coordinator)

**Excused:** Elizabeth Gill, Trustee

**Agenda:**

1. Approval of Minutes June 20, 2023
2. Coordinator Report including Financials and Discretionary Funds
3. Tower/Foyer Report
4. Kitchen/Restroom Update
5. Floor Maintenance Update
6. Rates Subcommittee Update
7. Grist Stone Vote
8. Public Relations Subcommittee Update
9. Outside Repointing
10. Front Railing Update
11. Other business

Meeting was called to order at 7:00 PM

**Meeting Minutes:**

The following meetings were reviewed by the board:

| Meeting Min. Date | Motion to Accept | Seconded By | Discussion/Comments | All in Favor |
|-------------------|------------------|-------------|---------------------|--------------|
| June 20, 2023     |                  |             |                     | 6 - 1 - 0    |
|                   |                  |             |                     |              |
|                   |                  |             |                     |              |

**Coordinator Report:**

- **Searles Revenue Fund:**
  - Current balance \$41,582
- **Discretionary Funds:**
  - Peter would like to know what funds in Searles Revenue Fund are not committed to salaries or bond repayment so we can make plans for which projects we can consider.
  - Cheryl will get an answer from Deb, Town Finance Director, for our August meeting.



- **Opening/Closing Coverage:**
  - Coverage is needed for Saturday, 7/22. Lisa will open, Mike will close
- **Bookings:**
  - Cheryl said bookings are still strong and spots are filling up in 2024.

### **Tower/Foyer Report:**

- Contractor has a few items left on punch list. He tried to schedule a time this week to install interior storm panels on the chime level louvers, but the building is booked. He will install next week.
- Lisa noticed that several louvers in the chime room were installed backwards and should be corrected. Mike will let the contractor know.

### **Kitchen/Restroom Update:**

- The design, color and knobs choices for the kitchen have been finalized and given to Cyr Lumber. Next step will be finding a suitable time for install when the building is not booked. Cheryl will forward some possible timeslots that could be reserved.
- Lisa received some images from Brad Dinsmore for the proposed gallery in the downstairs hallway and has contacted Dennis Root also. Peter will share some images that he personally has. Jim agreed to help with the images.
- Frank suggested some directional lighting to highlight the images.

### **Floor Maintenance Update:**

- Ross suggested we try to schedule the floor maintenance at the same time we plan the kitchen installation. Mike will coordinate a timeslot with Cheryl.

### **Rate Subcommittee Update:**

- Rates have not been adjusted since 2018.
- The subcommittee met and Neil will present a proposed updated rate schedule at the August meeting.

### **Grist Stone Vote:**

- Peter would like the Trustees to vote to donate the 2 grist stones located in the basement to the Friends of Mockel Pond for use in their landscaping at the dam. The friends were contacted and are interested.
- Motion by Lisa to donate the 2 grist stones located in the basement to the Friends of Mockel Pond, Second by Jim, all in favor 7-0
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### **Public Relations Subcommittee Update:**

- The subcommittee did not meet in the last month.
- Neil put together a draft of a proposed take home card with a QR code on it for space renters and event attendees to leave a google review for Searles. All liked the idea better than the placard with QR code on it proposed at the last meeting.
- Lack of website access was discussed. Ross will try to get a suggestion from IT if the existing website should be abandoned for a new one or if they may be able to access the existing one for updating.



- The Friends of Searles are also working on a website and hope that efforts can be coordinated.
- The QR code cannot be implemented until our website is accessible or a new one is created.

### **Outside Repointing:**

- The Trustees need to know the amount of funds available in the Searles Revenue Fund to do the work. No action was taken at this point.
- Lisa stated that both Moose Plate Grant funds and Festival of Tree matching funds could be used for this project, although neither would be available until 2024.

### **Front Railings Update:**

- Peter and Lisa met with Mill City Ironworks on 7/17.
- The representative from Mill City suggested a design that would flair out from the door opening and would utilize a spindle design with pointed arches to match the building's architecture.
- The representative from Mill City suggested that the front concrete stairs need repair and also need to have even risers for safety. He recommended contacting Ed Fourtier to price adding granite toppers to each step and also suggested removing the pavement adjacent to the steps and installing pavers in order to achieve even riser heights.
- Mill City will consult with Ed Fourtier and should have an estimate back in 3 weeks.

### **Other Business:**

- **Exterior Painting:**
  - Mike is meeting with Rhino Shield of New England at 10:30 on 7/19 for an estimate. Jim Bull suggested Ed Marino for exterior painting. Mike will schedule an estimate with Ed.
- **Dead Tree at Entry:**
  - Lisa asked if the tree at the entry will come back or should be removed. Rich will remove on Thursday, 7/20. He will also put together a list of proposed replacements for the next meeting.
- **Rear Doors:**
  - Mike said that the contractor believes the new fiberglass door to replace the schoolroom double doors should be in next week. The contractor also told him that he plans to begin construction on the new chapel room rear door next week.

**Next Meeting:** August 15, 2023 @ 7:00 PM.

Meeting was adjourned at 8:02 PM. Moved by Rich, seconded by Neil, all in favor.

Respectfully Submitted  
Michael Mazalewski  
Michael Mazalewski,  
Searles School & Chapel Board of Trustees Secretary