



Trustee Meeting Minutes

Date: August 15, 2023.

Time: 7:00 PM

In Attendance: Peter Griffin, Chair; Lisa Thornton, Vice Chair; Michael Mazalewski, Secretary; Neil Fallon, Trustee; Jim Bull, Trustee, Cheryl Haas, Searles Coordinator

Excused: Frank Merchel, Trustee; Rich Parow, Trustee, Elizabeth Gill, Trustee, Ross McLeod, BoS Representative,

Agenda:

1. Approval of Minutes July 18, 2023
2. Coordinator Report including Financials and Discretionary Funds
3. Update on Lightning Strike
4. Update on Front Railing Installation
5. Tower/Foyer Report
6. Review Future Projects List and Prioritize
7. Develop Plan to Move Mill Stones
8. Review Proposed New Rate Schedule
9. Website Status
10. 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
July 18, 2023	Neil Fallon	Lisa Thornton	none	5 - 0

Coordinator Report:

- **Searles Revenue Fund:**
 - Current balance \$45,135
 - Deb, Town Finance Director, estimates \$12-\$13,000 are discretionary funds available.
- **Windham Community Band:**
 - They had an event scheduled and space reserved, changed location and never cancelled reservation. Trustees discussed requiring a deposit for all reservations including those with no rental fee.



- Motion to require a security deposit for Windham Community Band rentals and all other renters who use the building but have no user fee.

Motion Summary:	Proposed By:	Seconded By:	Discussion	In Favor
Security Deposit Required for no fee use	Neil Fallon	Jim Bull	none	5 - 0

- **Windham Garden Club:**

- Windham Garden Club has an annual Summer Solstice potluck dinner in June. Traditional fee has been \$50, Trustees discussed raising this to \$75.
- Motion to change Windham Garden Club rental fee from \$50 to \$75.

Motion Summary:	Proposed By:	Seconded By:	Discussion	In Favor
Raise Garden Club use fee	Lisa Thornton	Neil Fallon	none	5 - 0

- **Friends of Moeckel Pond Building Use:**

- Cheryl said the Friends of Moeckel Pond would like to schedule a ribbon cutting ceremony for the new dam on a Sunday in October, 2024. Cheryl was looking for Trustee input as this would be a no fee event. Consensus was to offer Sunday, 10/20/2024
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Updates on Lightning Strike:

- Cheryl said an insurance claim has been filed and most damage has been repaired.
- Still to be repaired are the burglar alarm and the WiFi extenders which are in but still to be installed by Jacob from Rockport (town IT professional).

Update on Front Railing Installation:

- Peter is setting an appointment this week with Mill City Iron Works to get a firm quote.
- Lisa believes this project should qualify for a matching grant.
- Trustees agree that this project is a priority due to safety concerns.

Tower/Foyer Report:

- The contractor has been at the building but still has a few items left on punch list.

Review Future Projects List and Prioritize:

- The Trustees reviewed the “Searles Action Item” list.
- Lisa discussed different grant options possibly available for certain projects.
- Consensus was to not spend any discretionary funds at this point so that we have matching funds in place if we do receive a matching funds grant in the future.

Develop Plan to Move Mill Stones:

- Neil said that the Friends of Moeckel Pond will accept the mill stones as a donation and will discuss at their next meeting when/how to move and final location for placement.

Review Proposed New Rate Schedule:

- Rates have not been adjusted since 2018.



SEARLES

HISTORIC SCHOOL + CHAPEL

- The subcommittee met and Neil presented a proposed updated rate schedule. He said the subcommittee tried not to bump the fees up too much so there isn't community 'sticker shock'. The two biggest changes are differentiating rates between Mon.-Thurs. and Fri.-Sun. and a new 'Wedding Package' rate for 2 consecutive full days.
- Peter discussed the need to raise non-resident rates more than resident rates as the building is funded by and for use by the town.
- Motion to accept new rate schedule as proposed.

Motion Summary:	Proposed By:	Seconded By:	Discussion	In Favor
New Rate Schedule	Lisa Thornton	Jim Bull	none	5 - 0

- The Town Administrator will set a date to present the new fee schedule to the BoS for their approval.

Website Status:

- A Subcommittee of Jim, Neil and Cheryl will meet in the next few weeks and will report back to the Trustees at the September meeting.

Other Business:

- **Dates Set for Floor Refinishing / New Kitchen Install / Bathroom Renovations:**
 - Cheryl has blocked off Nov. 6 – 19 for contractors to work on building.
- **Need for 4' Folding White Table(s):**
 - Cheryl said many renters are looking for a smaller table for the cake or the wedding couple's table. The Trustees will ask around to see if some can be located and, if not, will consider purchasing.
- **Rear Doors:**
 - The new fiberglass door to replace the schoolroom double doors should be installed on Friday, Aug.18.
- **Card with QR Code for Guest Google Reviews:**
 - Neil has finalized a draft for a card with a QR Code that can be used for Guests to review their experience at the building.
 - Cheryl proposed including a card in the thank you letter and security deposit return letter she mails to each renter.
 - Motion to print 250 cards in 5X7 format and have Cheryl include them in her mailings to clients.

Motion Summary:	Proposed By:	Seconded By:	Discussion	In Favor
Print card with QR Code	Neil Fallon	Mike Mazalewski	none	5 - 0

- **Exterior Painting**
 - Mike met with RhinoShield and is waiting for a quote from them.
- **Review of Open/Close Procedures:**
 - Lisa proposed setting a time for the Trustees to walk through the building with Cheryl and/or Cheryl and Michelle to review building opening and closing procedures, building safety, and how to operate building features and mechanicals.



- Cheryl will invite Michelle to our Sept. meeting and will plan a building walk through for the first 15 minutes of that meeting.
- **Bathroom Countertops:**
 - Mike brought samples from Cyr Lumber and the Trustees picked LGHausys in White Granite color.

Next Meeting: September 19, 2023 @ 7:00 PM.

Meeting was adjourned at 8:02 PM. Moved by Mike Mazalewski, seconded by Lisa Thornton, all in favor.

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