



## **Trustee Meeting Minutes**

**Date: August 20, 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; Rich Parow, Trustee; Cristy Kadish, Coordinator (via FaceTime) Jennifer Simmons BoS Representative

**Excused:** Fred Linnemann, Trustee

**Agenda:**

- Review and approve minutes of July 16, 2020
- 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
- Update on overhanging trees
- Budget Forecast for 2020 and Beyond
- Status of Coordinator’s hiring process
- Use of parking lot by Delahunty’s and others
- Can we, should we, connect to the new water line?
- Coordinators report and reopening status, including contract addendum
- Other Topics?

Meeting was called to order at 7:05 PM

**Meeting Minutes:**

The following meetings were reviewed by the board:

<b>Meeting Min. Date</b>	<b>Motion to Accept</b>	<b>Seconded By</b>	<b>Discussion/Comments</b>	<b>All in Favor</b>
7/ 16/2020	Maureen Spooner	Peter Griffin	Stonework contract amount corrected to \$101,800	Yes, with corrections

**Update on Assessment Studies and NH Preservation Grant Documentation**

1. Michael gave Betty a draft of the completed New Hampshire Preservation evaluation form for her review.
2. Betty will get documentation e.g. cancelled checks from the Town Finance Office indicating payment made to Preservation Company and payment to Mike Martel.
3. Lisa will work on the newspaper article acknowledging donors who made the grant possible (as required by NHPA) and forward to Betty for approval.
4. Michael recommends storing a copy of the Historic Assessment Study at the Nesmith Library and the Windham Museum. Whereas printing/binding copies is expensive, Jennifer Simmons will check with Town



Clerk Office for printing resource and check with the SAU & Golden Brook School for access to binding equipment. Michael will check cost of double-sided printing option

5. Lisa reports that she has received no response to her email requesting a status update from the Festival of Trees grant committee. Email is the only source of correspondence provided on the FOT website.

#### **Status of Stonework Bid & Contract**

1. Maureen reports that upon resolution of minor issues a contract with Northeast Masonry was signed last week.
2. Northeast Masonry visited Searles last week to match color of mortar and will return to fine tune color matching process.
3. Northeast will begin work after Labor Day and complete project within the month of November.
4. It is recommended that the stages of the project be documented with photos which will be sent to the Windham Independent as well as posted on the Searles website.
5. Maureen reports that she is unable to serve as project manager due to liability concerns. Dennis Senibaldi will serve as “point person” with the understanding that decisions regarding project completion will be run by Maureen and Michael for input/approval.

#### **Status of Roof Design and Bid Process**

1. Maureen received roof design drawing from Mike Martel today (8/20/20). Upon review she will update the bid spec. Her intent is to get the bid package to Dave Sullivan in the next few days.
2. Betty will check drone resource used for Canobie Lake to potentially document tower/roof building project.

#### **Update on overhanging trees**

1. Dennis S has received no response from Eversource to date. Jen S. will follow up with Dennis.

#### **Use of Searles parking lot by Delahunty and others**

1. Board discusses concerns regarding liability of Delahunty’s use of the parking lot. Maureen raises concerns with the impact of the construction projects on parking conditions e.g. congestion, increased traffic.
2. Betty will compose a letter to Delahunty on behalf of the Trustees advising of a) potential construction risks to parking from Labor Day to Thanksgiving, and 2) concerns regarding overhanging trees on the power lines.

#### **Budget Forecast for 2020 and beyond**

1. Betty reports that \$45K is the projected 2020-2021 operation cost for Searles.
2. Projected 2020-2021 budget request worksheet due to Dave Sullivan by 9/04/2020.
3. To date Searles has \$6375 funds available. Without revenue no new projects can be pursued. Potential funding from Festival of Trees, Moose Plate Grant, and the Windham Garden Club is discussed.

**Status of coordinator’s hiring process:** August 31, 2020 is deadline for applicants.

#### **New Water Line**

1. The decision for Searles to connect to the water line is made by the BoS.
2. Jen S. questions if Searles is currently experiencing water concerns. To date, there is an adequate supply of water and water quality test have historically met standards.

## Coordinators Report

- **Facility Rental Updates**
  1. First event since March will be on Saturday 8/22/20 outside. Fall renters continue to work with Cristy to accommodate their events.
- **Marketing Updates:** Please send your feedback to Cristy regarding updating website.
- **Operational Updates:**
  1. Cristy reports that Steve Brady (FD) will bring over hand sanitizer (small bottles), masks, and caution tape for upcoming events. Currently, there are no sanitizing wipes available. Cristy will be reimbursed for the canister of wipes which she will supply for upcoming events and if needed she will be reimbursed for future purchases of wipes.
  2. The Liability Waiver has been sent for all new events with the contract
  3. The board determines that if a non-profit plans an outdoor event due to COVID, they will be charged the lesser fee of \$100. In the event that additional cleaning sanitation is required due to COVID standards, adjustment of the \$100 fee will be considered.
  4. WAG will be responsible for cleaning costs if they use inside of building. Use of outside only would be cost free.
  5. Financials sent under separate cover.
- **Issues/Concerns**
  1. Implications for outdoor usage during construction is discussed. Maureen will review the event schedule in conjunction with Cristy and the contractors in order to make needed adjustments e.g. netting over entrance/passageway, clear area of debris, etc. Contractors will be made aware of the occurrence of weekday events in order to diffuse noise level and equipment blocking the front door.
  2. It is determined that the Angels Sewing seminar would exceed capacity in the School Room (22 people max). Cristy will advise that Searles is unable to accommodate.
  3. Maximum capacity for future outside events is discussed. Motion failed 2 to 5 to allow 144 attendees capacity. Motion passed 6 to 1 to allow 100 attendees capacity. Set up criteria will remain the same e.g. table capacity of 6 people with tables 6' apart.
  4. Criteria for indoor vendor events is discussed. It is determined that no more than 2 people per vendor table i.e. 25 vendor tables = 50 vendors standing/sitting. In addition, no more than 50 guests/customers will be allowed to attend at one time for a maximum capacity allowed of vendors & guests not to exceed 100. The event must assign a person at the front door to monitor headcount. No demonstrations, samples, performances will be allowed. Wearing masks and social distancing must be enforced.
  5. Cristy will advise the WWBC Psychic Fair coordinator that mediums may conduct readings if seated and maintaining the appropriate distancing. No reception for the purpose of mingling will be allowed.
  6. Banquet capacity for the School Room and the Chapel Room is determined as follows:
    - School Room: 36 attendees with 9 tables of 4 persons
    - Chapel Room: 24 attendees with 6 tables of 4 persons.
  7. It is determined that there will be no live performances during COVID restrictions. Cristy will advise WAG
  8. Rain Date policy is discussed. An alternative date will not be held unless officially booked and paid for. In the event that the booked/paid rain date does not need to be utilized the client will not be reimbursed unless the space is re-booked.



9. In response to COVID precautions, events involving children ages 7-18 will now require a ratio of 1 adult to 5 children as opposed to pre-COVID requirement of 1 adult to 10 children
10. Regarding Windham Helping Hands Thanksgiving and Holiday initiatives, there will be no new COVID restrictions and there will be no charge for use of Searles.
11. Restrictions for the indoor wedding ceremony scheduled for Sept 4<sup>th</sup> is discussed. It is determined that 40 guests will be allowed to attend School Room ceremony with an option to have an additional 35 guests in the Chapel room with a screen and live streaming. Cristy will discuss with the clients the option of moving everything outdoors with a financial savings of \$1,400.

- **Other Topics:**

Effective communication to the residents of Windham regarding progress updates on the tower/roof projects is discussed. Information will be disseminated to Windham Independent, Derry News, Facebook, and the Searles website. Rich Parow will take photos and compose articles. Betty and Maureen will review articles prior to posting/publishing.

Meeting was adjourned at 9:58 PM

Respectfully Submitted

Lisa Thornton

Lisa Thornton,  
Searles School & Chapel Board of Trustees Secretary