



Trustee Meeting Minutes

Date: March 21, 2023

Time: 7:00 PM

In Attendance: Betty Dunn, Chair; Peter Griffin, Vice Chair; Michael Mazalewski, Trustee; Neil Fallon, Trustee; Elizabeth Gill, Trustee; Cheryl Haas (Searles Coordinator)

Excused: Lisa Thornton, Secretary; Frank Merchel, Trustee; Rich Parow, Trustee; Jennifer Simmons, BoS Representative

Agenda:

1. Approval of Minutes January 17, 2023, and February 21, 2023
2. Coordinator Report
3. Finances
4. Water Supply
5. Tower Work
6. Succession Planning / Trustee Terms Upcoming
7. Other business

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
January 17, 2023			TBD	
February 21, 2023			TBD	

- Whereas a quorum was not present at this meeting, the meeting minutes will be reviewed at the next scheduled Trustees meeting.

Coordinator Report:

- **Piano Tuning:**
 - Tuning has been scheduled for May. Cheryl will coordinate with Peter.
- **Quilters Rental**
 - Quilters had successful event and have already made arrangements to return next year.
- **Kitchen**
 - Customer complained that the kitchen is “musty.”
 - Discussion followed regarding updating space. Dennis met with Michael yesterday and mentioned that he has some spare money in his budget and is planning to update the space.



He is scheduling Cyr Lumber - Kitchens to come in and draw up a proposed layout and would like to install seamless stainless steel counters. Elizabeth mentioned that the plan should reflect commercial use, not residential, and should plan for an updated and wider fridge. Michael will ask Dennis to be present for the design meeting.

- **Bookings**
 - Cheryl said we are currently well booked for the next few months. There are openings that she would like to see filled in the coming fall.
- **Website:**
 - Cheryl said there is still no access to the site. She will ask Tom about using a different host for the website.

Finances: Current balance is \$ 31,475 +/- after deduction of the 50% bond payment (\$14,400 +/-)

Water Supply:

- Water at the building is not drinkable. The state preformed a water test and found PFAS present. Cheryl has installed signs in kitchen and bathrooms and is providing gallons of water temporarily.
- Betty said there are two long range solutions: 1. Carbon filtration either for the whole building or possibly at point of use if possible, or 2. Hook up to the municipal water line recently installed across the street.

Tower Interior Work:

- Michael said that Palmer Innovative started demolition work inside the tower last week (March 13) and they are still in the demolition phase.

Succession Planning / Trustee Terms Upcoming:

- **Trustee Terms Upcoming:**
 - Betty is not planning to renew her term.
 - Michael filled out his form to renew and gave to Cheryl.
 - Board discussed goal should be to expand Board to 9 members and find individuals with various skill sets that can contribute to the Board's goals. Elizabeth said that in addition to usual routes of finding new members there should be a social media element including posts on Facebook Windham Resident's Page, etc.
- **Succession Planning:**
 - No actions taken. Will discuss at next meeting.

Other Business:

- **Tubular Chimes:**
 - Betty would like to see the tubes rehung on hemp rope vs. the current wire cables so they work properly and sound correct. She does know of someone who may be willing to make a donation for the work.
 - Betty said that in addition to her playing the chimes, Tom Seniow of Lowell Road could be contacted and is a great player.



- Peter said that Searles Castle is in the process of restoring the mechanical player on their tubular chimes and will find the name/# of the company being used to investigate possibly adding one to our chimes.
- Neil would like to see the chimes used to promote the building. The Trustees should set a time/date for a “ringing of the chimes” event once tower interior renovations are completed.
- **Exterior and Interior Painting:**
 - Board discussed that it is time to start getting quotes on the exterior trim painting. Michael said that he would like to see a ceramic coating paint used that should last much longer than traditional paint. The Board discussed the need for specifications as it will most likely need to be bid on. Michael will contact companies.
 - Interior painting in the tower can not be quoted until renovations are completed.
- **Marketing:**
 - Board discussed the need for a definitive plan and that, with steady income, paying an intern or company should be explored.

Next Meeting: April 18, 2023 @ 7:00 PM.

Meeting was adjourned at 8:25 PM. Moved by Peter Griffin, seconded by Michael Mazalewski, all in favor.

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