



Trustee Meeting Minutes

Date: April 19, 2022

Time: 7:00PM

In Attendance: Betty Dunn, Chair; Peter Griffin, Vice Chair; Michael Mazalewski, Trustee; Neil Fallon Trustee; Rich Parow, Trustee; Lisa Thornton, Secretary, Cheryl Haas (Searles Coordinator); Jennifer Simmons, BoS Representative

Excused: Roy Dennehy, Trustee; Frank Merchel, Trustee

Agenda:

1. Approval of Minutes- March 15, 2022
2. Coordinator report
3. Attendant hiring update
4. Moose plate grant completion report
5. BoS meeting about chapel door
6. Bond project specs
7. Schoolroom exit stair repair
8. Marketing Information and planning
9. May 2 deadline for appointment applications to BoS. Peter, Roy, Rich—2022
10. Searles fund at the Endowment, thank you needed
11. Other

Ongoing Projects

Garden

Handicap stonework

Pillar stonework

Tent stake areas defined

Men's room Door

Millstone

By-laws



SEARLES

HISTORIC SCHOOL + CHAPEL

Contracts

Fees

Recognition events?

Marketing

- Virtual tour
- Social media
- John D’s historic marketing contacts
- Contract Marketing firm?

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
March 15, 2022	Peter Griffin	Neil Fallon	with corrections	yes

Coordinator Report:

- Cheryl reported an outdoor craft fair with pop up tents is booked for 6/12/22. Dennis is not concerned that the tent stakes will impact the in-ground sprinkler system. Trustees agree.
- Cheryl clarifies management of the two events being held on 5/7/2022
- The piano will be tuned in the beginning of May as it has not been tuned since 2019 and a recital event is booked.
- Shades: Dennis has received the remote-control parts to repair shade operation but needs to install.
- Trash disposal: Cheryl reports that Stateline has been acquired by Casella. She is in the process of identifying Casella contacts as she recommends reducing barrel numbers from current eight plus to four barrels. She will explore the option of using a dumpster which would be housed in the rear parking lot.
- Concerns regarding Delahunty tenants:
 - Cheryl reports incidents of Searles trash containers being used by tenants of Delahunty. She will provide Delahunty with a written statement of the trustees’ concerns.
 - Incidents of SouthPaw (Delahunty tenant) holding classes in the Searles parking lot was discussed. Liability concerns were discussed. Cheryl will discuss concerns with Jay Yenacco (Deleahunty owner).
- Cheryl will send out an updated open/close event schedule requiring trustee coverage.
- Cheryl reports that there is no consistent, identifiable marketing source for client inquiries.
- Michael reports that Google has corrected listing to no longer identify Searles as a “church”



Attendant Hiring Update:

- In process of interviewing a candidate. Paula will follow up with the candidate to further explain the responsibilities of the position.

Moose Plate completion report:

- Lisa presented a rough draft of the final report. She will incorporate recommended edits and send draft for additional input/approval to Betty and Michael.

BoS Meeting about Chapel Door:

- Betty shared that as a result of the meeting the trustees had with Dennis Senibaldi and Dave Sullivan in early March that the trustees had the understanding that replacement of the rear Chapel door would occur if the budget passed at town election.
- Jen S. shared that after a preliminary review of town facilities conducted on April 18th, there is significant concern regarding the condition of many of the town buildings. She reported that the BoS committee will tour the remaining town facilities (Searles scheduled for 4/20/22) and then a priority determination will be made. This prioritization list will be made public.
- Betty requested notification of when the visit to Searles would occur so that she could be present for the review.

Bond Project Specs:

- Mike has written the bid spec and will review with Dennis Senibaldi on 4/21/22 before submitting to the Town Administrators Office for review.
- Mike summarized the scope of the spec:
 - Floor structure replacement as recommended by Martell
 - Wall framing from chimes floor to roof
 - Replace lighting
 - Insulation in ceiling
 - Re-plaster walls
 - Millwork (patch in floor, wainscoting, baseboards, etc)
 - Remove protective structure over chimes
 - Consider installing plexiglass window panels – to be determined.
- A TENTATIVE bid due date is June 1, 2022.

School Room Exit Stairway:

- The wood piece from the broken stair tread has been glued in place and support trim pieces have been secured on each step so that each tread is supported.
- The trustees will consider replacing the stairway in the future.
- Maintenance questioned the need to tighten the ceiling turnbuckles. Neil F will discuss the concern with Bernie Rouillard (structural engineer).



Marketing Information & Planning:

- Cheryl shared that in her opinion the Searles event venue is often perceived as a “Do It Yourself” venue. This marketing concept has both financial ramifications as well as providing patrons with a “canvas” for developing a unique and personal event.
- Cheryl & Neil will provide more in-depth information and insights on marketing at the next meeting. **Marketing will be scheduled as a top agenda item on the May monthly trustees meeting agenda!**

Trustee Appointment Applications to BoS:

- Betty reported that Roy Dennehy has decided to resign from the board of trustees and will not seek renewal.
- Peter Griffin and Rich Parow will send the BoS letters of their intent to remain on the board of trustees.

Searles Funds at the Endowment:

- Betty shared that the Endowment recommended that a thank you letter be sent from Searles to a patron in recognition of a donation received. Betty will send a thank you note.
- At this time there is \$4373 funds available to Searles.

Other Topics:

- Garden: Rich reported that he will finish the garden next week i.e. mulch, reseed, install pavers.
- Trustees discuss a tentative date of June 18, 2022 for the dedication of the Fred Linnemann tree. Betty will confirm date.

Next Meeting: Tuesday May 17, 2022 @ 7:00 PM

Meeting was adjourned at 8:50 PM. Moved by Peter Griffin, seconded by Lisa Thornton, all in favor.

Respectfully Submitted

Lisa Thornton

Lisa Thornton,

Searles School & Chapel Board of Trustees Secretary