

## **Searles School and Chapel Trustees**

### **Meeting Minutes**

**October 18, 2022, 7:00 PM**

The Searles Trustees met at the Searles School and Chapel on October 18, 2022 at 7:00 PM.

Present were Trustees Betty Dunn, Peter Griffin, Richard Parow and Neil Fallon, and Selectman Jennifer Simmons.

Also present was Elizabeth Gill, a resident interested in serving as a Trustee.

Trustees Lisa Thornton, Frank Merchel, and Mike Mazalewski, and Searles Coordinator Cheryl Haas were excused.

Approval of Minutes: Motion by Peter, seconded by Rich to approve the Minutes of July 19 and September 20, 2022. All voted in favor.

Tower bid: Last night, the Board of Selectmen approved the bid from Palmer Innovative Construction for the repair of the tower interior as recommended.

Door repair and other woodwork: The Board has received a quote from Palmer for \$5,153 for the woodwork repair in the front lobby and hallway/stairway-room, and weatherstripping and refurbishing of the front door. The funds for this come from the balance of the donations previously received. The Board approved this quote.

In the same document, Palmer also provided a quote of \$288 for the repair of damage to the men's room doorway. The Board approved this quote. This is not funded by the donations.

Financial: Cheryl provided information about the totals for prior years end in the Searles Revenue Fund: 2019 - \$13,263.85, 2020 - \$11.03, 2021 - \$1,307.19 and the proposed budget worksheet for 2023. There was some discussion and the effect of Covid on these numbers. The Board will invite the Town's new Finance Director to our next meeting to help the Board understand the accounting of these funds.

Coordinator and attendant: The arrangements with new Searles Attendant have been working well. We will review related finances when we do the finance review next month.

Brochure printing: Peter had obtained a quote of \$137 for the reprinting of the Searles single page brochure. Quantity of 250 copies should be sufficient while we research future marketing strategies. Elizabeth Gill suggested the addition of a QR code on the brochure and volunteered to develop the code and send it for inclusion in the printing. The Board accepted the offer with thanks. Peter will follow up with the printer. The brochures are needed for the Chamber of Commerce event in December.

Tree Dedication: There was a discussion of installing a plaque to identify the tree that had been planted and dedicated to former Trustee Fred Linnemann. Rich volunteered to send an image of a potential design for a plaque to be considered at the next meeting. The Board had received a box of Searles-related documents from Fred's family. Neil agreed to take the documents and review them.

Marketing: This past summer, the Board had put out an advertisement for an intern to work on marketing for Searles. There were no applicants. There was extensive discussion of what next steps were needed to get information that would guide our future marketing strategies. The Board decided to try again for an intern to do some of the research work. Betty will contact the internship coordinator at the high school and town HR.

Repair/Continuing issues: Betty talked to Dennis Senibaldi about the alarm system and the possibility of by-passing any non-functioning sensor. Dennis gave the procedure for doing this. Board members, cleaning contractor, Coordinator and Attendant will be given instructions on this procedure so that the alarm will always be set.

Trash container: Dennis reported that with the addition of a dumpster on site, the trash barrels will be removed.

By-law, contract and fee review: Betty and Lisa will work on this for review at future meetings.

The Board thanked Elizabeth Gill for attending the meeting and for her input as well as volunteering for the code. The Board described the process for appointment if she is interested.

The meeting was adjourned.

Minutes submitted by Betty Dunn.