



Trustee Meeting Minutes

Date: December 13, 2022

Time: 10:00 AM

In Attendance: Betty Dunn, Chair; Peter Griffin, Vice Chair; Michael Mazalewski, Trustee; Lisa Thornton, Secretary; Cheryl Haas (Searles Coordinator); Jennifer Simmons, BoS Representative; Guests: Deb Padykula, Finance Director - Town of Windham; Robert Parker, Assistant Finance Director- Town of Windham

Excused: Neil Fallon Trustee; Rich Parow, Trustee; Frank Merchel, Trustee; Elizabeth Gill, Trustee

Agenda:

1. Update from D. Padykula & Bob Parker (Town of Windham Finance Dept) regarding Searles School & Chapel financial status.
2. Approval of Minutes – November 15, 2022
3. Update from Dennis Senibaldi (Town of Windham Maintenance Director) regarding maintenance concerns.

Meeting was called to order at 10:05 AM

Meeting Minutes:

The following meetings were reviewed by the board:

Meeting Min. Date	Motion to Accept	Seconded By	Discussion/Comments	All in Favor
November 15, 2022	Mike Mazalewski	Peter Griffin		yes

Financial Update:

- Betty explained that she requested a meeting with the Finance Dept directors in order to establish a record of Searles School & Chapel financial operations e.g. expenses, income, operating budget, requests for annual funds, etc. as this is the first year that both the Finance Directors and the Town Administrator have served in Windham.
- Deb P. reviews Searles Special Revenue 2022 spread sheet:
 - Debits for 2022 total \$2,138.24. This sum covered Coordinator salary, piano tune up, and brochure printing costs.
 - Betty noted that the expenses incurred for establishing the English Garden (expenses were covered through the Baker Grant) were not reflected on the spread sheet.



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- Betty explained that as stated in the Tower Repair Bond, Searles is responsible for paying down the bond. Due to the impact of Covid on event bookings the town has covered the bond payment to date. Betty shared that due to increase in 2022 revenues that Searles will be in a position to make the bond payment this year.
- Searles maintenance expenses have typically been covered by the town General Maintenance Fund. Cheryl H. shared a copy of the annual town budget which states that Searles is responsible for paying an annual sum of \$7,500 to the town to cover cleaning expenses. Whereas, the trustees were unaware of this stipulation Deb P. will review practices over the previous few years.
- Discussion ensued regarding the ability of Searles to expend needed monies for projects e.g. marketing, with the condition that the town would cover bond payment and maintenance expenses in the interim. Michael recounts statements made by Dave Sullivan supporting this understanding. Deb. P. will research.
- Betty shared that the bond approved this year provides funds for exterior painting. Deb explained that in order to encumber funds for this project that a quote must be submitted to the Board of Selectman within the next week. Lisa and Cheryl will try to locate the quote provided by Bill Johnson a few years back.
- Discussion regarding cleaning cost ensued:
 - Cheryl explained that rental fees do not always cover cleaning costs especially in the case of a non-profit rental.
 - Cheryl explained that Best of Best is the current contracted cleaning service but that there is there is a new bid in process. This new contract would include several variations on cleaning costs which would be determined by the actual rooms requiring cleaning.
 - Betty shared significant concerns with the moving of furniture when cleaning and it's potential for causing damage to the newly refurbished woodwork. Cheryl suggested meeting with Dennis S. regarding these concerns.
- Funding for the wood work restoration project was reviewed. The 10K Moose Plate grant was utilized as well as some funds from a 10K donation. Deb & Bob will advise of the balance of unused funds from the 10K donation.
- Deb reviewed the town Purchase Policy:
 - Expenditures of 5 to 10K require attempt to get three quotes.
 - Expenditures over 10K required putting the project out for bid
 - Searles is able to expend up to 5K without BoS approval.
- Searles Donation Funds: As there was considerable confusion regarding various fund accounts e.g. \$602.00 funds, \$370.00 Friends of Searles fund, \$4,500 Trustees of the Trust Fund, Deb & Bob will continue to research the efficacy of these funds.
- Rental Fee Structure:
 - Cheryl advised holding off revision of the rental fee structure until the cleaning services bid process is complete, thus providing a more accurate picture of cleaning costs incurred.
 - Cheryl will request from Best of the Best an individual Searles invoice for cleaning services.
 - Cheryl will track the 2023 cleaning costs
 - Cheryl will send trustees a copy of the bid

Dennis S. Maintenance Update:



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- Dennis explained that it is the purview of the Maintenance Dept to determine cleaning service operations for the town.
- Dennis explained that cleaning costs are based on 100 functions per year so \$15,00.00 had been allocated to the General Maintenance fund with the expectation that Searles would cover 50% of that cost i.e. \$7,500 annually.
- Dennis addressed Betty's concerns regarding moving furniture to clean and the potential damage to woodwork. Dennis stated that the cleaners do not break everything down unless there is an extended period between events. Otherwise a light cleaning is done (e.g. move furniture from one side of the room to the other) so that the building is in good shape for showings.
- Betty requested information on cleaning costs in order to determine fee structure revisions. Dennis recommend taking in to account all factors e.g. salary, heat, cleaning costs, etc. in order to determine accurate operating cost profile

Miscellaneous:

- Cheryl reviewed her action items to include the following:
 - Send out copy of Town Budget to trustees
 - Send trustees cleaning costs.
 - Send trustees specs for cleaning bid
 - Update Michael on January event schedule so that he can coordinate woodwork/door project with Tyler Palmer.
- Cheryl reported that the Chamber of Commerce Wreath event went well. They intend to schedule for a Thursday & Friday event again in 2023.

Next Meeting: January 17, 2023 @ 7:00 PM.

Meeting was adjourned at 11:45 AM. Moved by Peter Griffin seconded by Lisa Thornton, all in favor.

Respectfully Submitted

Lisa Thornton

Lisa Thornton,

Searles School & Chapel Board of Trustees Secretary



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