

Minutes of the Memorial Hall Board of Trustees meeting

Wednesday, February 7, 2018

The meeting was called to order by Chairman Mary Sexton.

In attendance: Chairman Mary Sexton, Trustee Lou Izzi, Trustee Mike Margolis and Memorial Hall Executive Director Kathy Pigott-Brodeur.

Chairman Mary Sexton opened meeting at 6:04 pm.

Motion: Trustee Margolis motioned to approve the minutes with noted changes from the January 3, 2017 Board Meeting. Trustee Izzi Seconded. All voted in the affirmative. Motion carried

Donation: A final donation of \$14.89 to the Memorial Hall Board of Trustees from the Edward S. Swenson has been received.

Motion: Trustee Izzi motioned to deposit check of \$14.89 received from the Edward S. Swenson Trust to the Restoration Fund. Trustee Margolis Seconded. All voted in the affirmative. Motion carried

Repairs: The plaster section of the ceiling in Bay 2, GAR room is in need of immediate repair. Room has been closed for use by the Building Inspector. Kathy has written a Scope of Work and solicited quotes from 5 plasterers. Patrick Dello Russo, City of Melrose CFO, has requested repairs be paid out of Memorial Hall Restoration Fund account. Trustee Izzi has requested Kathy to have for the next meeting a copy of the order establishing the Restoration Fund. Trustees requested Kathy solicit request for costs to repair organ.

Motion: Trustee Margolis motioned to authorize use of restoration funds to repair Bay 2 ceiling in the GAR Room, not to exceed \$15,000. Trustee Izzi Seconded. All voted in the affirmative. Motion carried

Memorial Hall Building Committee: Mayor Infurna has requested Chairman Sexton to submit the names of the two trustees that will serve on the Building Committee. Trustees Izzi and Margolis are interested. Mary Sexton will serve and requested Kathy to send an email confirming Trustees DiNoto and Paladino's interest.

Loan Equipment Agreement: Kathy distributed Trustees equipment loan agreement she will be sending out for those rare times Memorial Hall lends equipment. The agreement was reviewed and approved by Rob Van Campen, City Solicitor.

FY19 Budget: Kathy is working on FY19 budget. All items except salaries and service contracts are to be level funded.

Next Trustees meeting is scheduled for Wednesday, March 7, 2018 at 6 pm.

Public Participation: There were no members of the public present.

Adjournment: The meeting was adjourned at 8:35 pm.

Respectfully submitted,

Kathy Pigott-Brodeur, Memorial Hall Operations Manager

Distribution: Chairman Mary Sexton, Trustees Eric DiNoto, Lou Izzi, Mike Margolis, and Laura Paladino