

Minutes of the Memorial Hall Board of Trustees meeting Wednesday, July 15, 2020

The REMOTE MEETING was called to order by Chairman Mary Sexton at 6:07 pm
Board Members in attendance via roll call Chairman Mary Sexton, Trustees Eric DiNoto, Lou Izzi, (joined meeting at 6:13 pm), Mike Margolis and Laura Paladino
Patrick Prendergast, Chief of Staff and Amy Kamosa, City Clerk joined the meeting at 6:07 pm

Mayor Brodeur and the Melrose City Clerk has requested the use and fee waiver of Memorial Hall for Early Voting in August and October (Sept 1, 2020 and Nov 3, 2020 election dates).

Trustee Paladino: How will this affect our present customers who have events booked at Memorial Hall?

Amy Kamosa: We will work with Kathy to work this out so as not to affect the events.

Trustee Margolis: Is there a limit of how many people can be in the building at one time? We want to make it as easy as possible for the citizens of Melrose to use our facility and accommodate our present customers.

Kathy PB: Presently there are no specific state guidelines for “voting locations” so the guidelines in place for Indoor Events will be followed. She has spoken to Ruth Clay, Health Director, regarding voting location guidelines and was told the state is presently working on them. Kathy will update the Board when the state publishes the Election Location COVID-19 guidelines.

Amy Kamosa: Election Location COVID-19 guidelines are different than Event COVID-19 guidelines so we will adhere to the Election COVID-19 guidelines. We have an elaborate plan for the main voting location so we will adapt that plan for early voting.

Trustee Izzi: Early voting is required to be a certain number of hours, depending upon the number of registered voters. Is there a threshold as to what times polls can open or close and with regard to accommodating the weekend events booked at Memorial Hall, is there flexibility on when those hours occur?

Amy Kamosa: 5 hours/day and we will work with Kathy to accommodate the weekend events in October.

Trustee Izzi: In terms of the staff time to setup or move equipment for the election, will those staff work hours be paid out of the Memorial Hall budget or absorbed by the Election Office?

Amy Kamosa: Kathy will invoice the Election Office for the staff hours.

Kathy P-B: The Memorial Hall staff will be paid out of the Memorial Hall salary line item. The Election Office will be invoiced and payment will be deposited in the Memorial Hall salary line item.

Trustee Izzi: Will the temporary ramp be affixed or adhere to the steps or the building in any way?

Amy Kamosa: The ramp is temporary and will not be affixed to the building.

Trustee DiNoto: To ensure the safety of everyone we will wait for the Governor to come out with COVID-19 Voting guidelines including recommendations on taking temperatures, to determine capacity etc.

Amy Kamosa: We cannot take temperatures as we cannot deny anyone the right to vote

Trustee DiNoto: In accordance with the state regarding temperatures taken we will abide by the Voter Guidelines when published. For the record, we should take temperatures and if they have a high temperature, they should be not allowed into the building, but have them vote outside the building (predetermined setup).

Motion: Authorize the use of Memorial Hall to the Melrose Election Department for Early Voting as requested and to the extent that there is no reimbursement available from the Cares Act to waive any and all fees for the hall during the August and October 2020 rental period.

Mover: Trustee Izzi, Seconded: Trustee Margolis

Roll call vote: Chair Sexton, Trustees DiNoto, Izzi, Margolis and Paladino. All voted in the affirmative; none opposed; Motion carried

Motion: Approve minutes from June 10, 2020 meeting.

Mover: Trustee Paladino. Seconded: Chair Sexton.

Roll call vote: Chair Sexton, Trustees DiNoto, Izzi, Margolis and Paladino. All voted in the affirmative; none opposed; Motion carried

Motion: To allow O'Shea Chaplin Irish Dance Academy to rent the hall for a dance class i.e. rehearsal, for 2 hours every Monday, not allowing parents in the building and following COVID-19 guidelines for the rental rate of \$100 per 2 hour Monday rental beginning September 2020.

Mover: Trustee Izzi. Seconded: Chair Sexton.

Roll call vote: Chair Sexton, Trustees DiNoto, Izzi, Margolis and Paladino.

All voted in the affirmative; none opposed; Motion carried

Memorial Hall Update: Memorial Hall is presently in Phase III, Part 1 and depending upon the nature of the event, could follow the COVID-19 Guidelines for indoor Events, Indoor Theater performance, or Restaurant guidelines. For the record, in terms of capacity, as of today, Kathy will follow the Indoor Event COVID-19 MA State guidelines for all indoor events as instructed by Ruth Clay, Melrose Health Director until the next updates are released.

Motion: Allow money from the Restoration Fund to repair the "crown" of the column in the Main Hall, not to exceed \$10,000. If it exceeds this amount, Kathy will need to return to SSMB Trustees for approval.

Mover: Trustee DiNoto, Seconded: Trustee Paladino.

Roll call vote: Chair Sexton, Trustees DiNoto, Izzi, Margolis and Paladino.

All voted in the affirmative; none opposed; Motion carried

Melrose Youth Ballet Board contacted Kathy to let her know for the safety of their dancers and if they start the season, then they need to cancel halfway through the season, it would be financially devastating, so they have made the decision to opt out of the 2020 MYB Nutcracker season.

Public Participation: none

Motion to Adjourn at 6:54 pm:

Mover: Trustee Margolis, Seconded: Chair Sexton.

Roll call vote: Chair Sexton, Trustees Izzi, and Margolis.

All voted in the affirmative; none opposed; Motion carried

Next Monthly Trustees meeting is scheduled for Wednesday, August 5, 2020 at 6 pm.

Respectfully submitted,
Kathy Pigott-Brodeur, Memorial Hall Executive Director

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