

Minutes of the Memorial Hall Board of Trustees meeting Wednesday, February 3, 2021

REMOTE MEETING was called to order by Chair Mary Sexton, at 6 pm

Board Members in attendance via roll call vote: Chair Mary Sexton, Trustees Eric DiNoto, Lou Izzi, Mike Margolis and Jason Webb

Invited guest: Rob Van Campen, Deputy Mayor and Denise Gaffey, City Planner

Remote Meeting Information: Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, 18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Soldiers and Sailors Memorial Building Board of Trustees will be conducted via remote participation to the greatest extent possible. We will post a comprehensive record of these proceedings as soon as possible after the meeting on the City of Melrose website.

Chair Sexton welcomed new Trustee Jason “Jay” Webb to the Board and his first meeting.

Motion to Open Public Participation

Mover: Trustee Margolis, Seconded: Trustee Webb

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

All voted in the affirmative; none opposed; Motion carried

No one from public requested to speak.

Motion to Close Public Participation

Mover: Trustee Izzi, Seconded: Trustee Margolis

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

All voted in the affirmative; none opposed; Motion carried

COVID-19 Vaccine Clinics at Memorial Hall:

Rob Van Campen reported we had our largest COVID-19 Clinic on Friday vaccinating 990 people. The long term objective is to have mass vaccination capabilities of 1000-1500 people/clinic. The timeline for hosting clinics is uncertain as we are at the whim of the Commonwealth as to the amount we receive and when we receive it. The City would like to request from the Trustees the ability to be the exclusive tenant at least through April 15th, to enabling the city to host a clinic at a moment's notice and most importantly by doing this avoiding displacing renters. Additionally, in making that request, wanted it noted the city is actively looking and seeking to confirm that the use of the facility is somehow reimbursable under the federal emergency declaration act that is currently in effect. The hope is to offset the revenue loss from renters that otherwise we would have rented to.

Trustee Izzi: Are the vaccine clinics exclusive to Melrose residents?

Rob VC response: Melrose is part of a 6 city consortium - Melrose, Malden, Medford, Stoneham, Wakefield and Winchester. This was done due to the supply chain issues with the vaccine, realizing greater leverage and getting more vaccine by being a consortium of communities, rather than if we were just the city of Melrose requesting vaccine on our own. So staying in the consortium from a volume perspective makes more sense in the volume perspective loop now than going it alone. This consortium allows more opportunities for Melrose residents to get vaccinated.

Trustee Izzi: How many other sites are consortium sites, trying to determine if Memorial Hall would be needed beyond April 15?

Rob VC response: Winchester, Malden and Medford. If Melrose had gone alone, the way the vaccine distribution system works, Melrose as a single city, would have received on average during February 270-280 doses/ week. At that rate it would take us 2 years to vaccinate the city of Melrose. We are only planning a month out and if we get more vaccines, all we have to do is open Memorial Hall to host a clinic.

Chair Sexton: Concerned about elderly unable to book appointments as it is only done "online".

Rob VC response: Overwhelming amount of phone calls. Memorial Hall alone received 300 calls in 2 days so the city forwarded the Memorial Hall line to the COA volunteer phone bank. As things progress we anticipate the Governor setting up a phone bank in addition to other changes to software to assist in getting appointments.

Trustee Margolis: Yesterday it was announced that vaccines will be supplied to local pharmacies, what impact will this have on Memorial Hall Clinics and if they cannot distribute all of the vaccines, what happens to vaccines?

Rob VC response: MelWak Hospital is storing the vaccines for us so we use what is needed per clinic. Ruth Clay is working with pharmacies to develop a partnership.

Chair Sexton and Trustee Izzi: They heard from some residents how efficient the clinics at Memorial Hall were run. They wanted to commend Kathy and the Memorial Hall staff for their hard work to make this happen in this challenging time. The team work between Memorial Hall and the city staff to get this done is commendable.

Motion to grant the City of Melrose the exclusive right to use Memorial Hall for the purposes of the COVID-19 Vaccination Clinics through at least April 15, 2021 and to be revisited thereafter as needed.

Mover: Trustee Izzi, Seconded: Trustee Margolis

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

All voted in the affirmative; none opposed; Motion carried

Denise Gaffey, City Planner: Envelope Renovation Project at Memorial Hall: 42.17

Denise was invited to update the Trustees on the Envelope Renovation Project status that was supposed to start last Fall. Due to the workload of the Planning Office, they were unable to get the project off the ground. The Engineering office has hired an engineer who fits the qualifications for the Project Manager position who will start February 22 and will save the PM money from the project budget
Denise presented the following new timeline:

Timeline for the Memorial Hall Envelope Repair Project

Designer Selection Process

- Week of February 22: Advertise the RFQ*
- Week of March 1: Notice Released in the Central Register
- Week of March 29: Deadline to Submit Qualifications
- Week of April 5: Schedule Interviews with Designer Selection Committee
- Week of April 26: Finalize selection; Complete contractual arrangements

Design Development

- May 1 – August 15: Schematic Design through Construction Documents

Bid Process

- August 15 – October 1: Project out to Bid
- October 15: Complete contractual arrangements with General Contractor

Construction

- October 15: Construction commences

*Per Denise the RFQ is scheduled to go out the week the new engineer starts. The Project Manager scheduled to pick the engineering team in April with the project out to bid in mid-August.

Trustee Izzi: Since the 6 -8 weeks' construction is not scheduled to start until October, which coincides with the busiest season at Memorial Hall, October – December, would the weather factor move project out to Spring and how will the project effect the events scheduled at Memorial Hall?

Denise G response: The window repair may need lead times that may bring project beyond the ability to do the work before the weather turns but she will have a better sense of this once the design documents are completed.

Trustee Izzzi: Noticed there was no need for an RFQ for the Project Manager as the incoming engineer meets that criteria. What was allocated for that position in the cost estimate?

Denise G.: Does not recall exact amount. The overall budget was \$2.3 million and they built in 25% overall for overall design, project management and things of that nature. Denise will be involved with this project in terms of the preservation and architecture aspect. There will be preservation architects as a sub-contractor on this project. She will be the facilitator between the State, local commission and architect as she has extensive amount of experience with Memorial Hall projects.

Trustee Izzzi: Now that project has been pushed into October, in addition to weather issues, this timeline now leads into one of the busiest seasons at Memorial Hall which leads to concerns about the potential impact on events and are they realistically looking at this being pushed into 2022?

Denise G response: Barring something catastrophic happening, the project will realistically start in the fall. However, due to the weather, some aspects may be pushed into 2022. Items can be arranged so that it has very little impact on any programming.

Chair Sexton: Also very concerned the construction portion overlaps the busiest season. Mary considers the roof the biggest problem of all, so where does that fit into the scheme of things as being done timing wise?

Denise G: Does not anticipate a lot of lead time for the roof to be done as it is a very conventional roofing membrane system although she remembers from the first time she did the roof project, it does have some special flashing fabrications. She anticipates this will be one of the first elements that can be completed in the Fall.

Trustee Izzzi: Is the review committee that was part of the presentation to the Trustees in Fall 2019 still going to be formed?

Denise G response: Yes to review all the proposals and they would still like representation from the Board of Trustees. Additionally, they will periodically have design and construction update meetings.

Trustee Izzzi: The question arose with the Solar Panel project if their engineers understood the weight bearing or constructional support of the roof for the solar panels installation.

Denise G response: Engineers on this project can do an assessment of the structural load for the solar plan that Martha has put forth.

Trustee Izzzi: He does not believe the addition of solar panels on the project was taken into account when the study was done on this project. If there is a need to do structural modification, in speaking with Martha the solar company would pay for this. Can these additional costs be broken out separately?

Denise G response: Absolutely and they will send it to the solar company.

Kathy PB: Wanted to clarify that considering that the construction will begin in October, one of the busiest seasons at Memorial Hall, all the construction work will be on the exterior, and will not interfere with the interior so the project will not affect the ability to rent the hall. Is that a true statement?

Denise G response: That's the intention. The Planning Office has done several projects over the years and have always been able to work around the event schedule.

Trustee DiNoto: The biggest disruption that we were looking at is not going to be until the Spring of 2022. Specifically, the granite front stairs. Are we still looking at fixing that?

Denise G response: Yes, they don't anticipate that being disruptive as far as they are concerned because they are mostly decorative and don't typically get used.

Kathy PB: NOTE: The GAR Room doors leading to Main St. is one of the emergency exits for the building.

Motion to waive fee for MA Army National Guard Unit use of the hall for their Change of Command Ceremony in February 2021.

Mover: Trustee DiNoto, Seconded: Presiding Chair Margolis

Roll call vote: Chair Sexton, Trustees DiNoto, Izzzi, Margolis and Webb

All voted in the affirmative; none opposed; Motion carried

Memorial Hall Update:

- Memorial Hall Doors: The public is coming to Memorial Hall all hours to inquire about getting a vaccine. Kathy noticed the other day, someone broke the back lobby door and handles trying to get in the building, 9foot print on door). Kathy has placed signs on the exterior doors after hours, "Building Closed. doors locked, please do not pull on the doors" which hopefully will eliminate people pulling on the doors.
- Water Heater: The one in the room below kitchen broke (past warranty) so needed to be replaced.
- Phone: As previously stated, Memorial Hall has received and unprecedented amount of calls (162 calls, 7 am – 3 pm on day of vaccine clinic) so phone line was forwarded to COA phone bank. Board of Trustees raised concern about Memorial Hall phone line forwarded to COA as Memorial Hall customers have no way to contact Memorial Hall and may not get a response. Per Trustless, Kathy will request phone line be "un-forwarded" and add a voicemail message directing vaccine inquiries to Melrose Health Dept.

Motion to Adjourn at 7:28 pm

Mover: Trustee DiNoto, Seconded: Trustee Margolis

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

All voted in the affirmative; none opposed; Motion carried

Next Monthly Trustees meeting is scheduled for Wednesday, March 3, 2021 at 6 pm.

Respectfully submitted,

Kathy Pigott-Brodeur, Memorial Hall Executive Director

Distribution: Chair Mary Sexton, Trustees Eric DiNoto, Lou Izzi, Mike Margolis and Jason Webb