

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

REMOTE MEETING was called to order by Presiding Chair, Trustee Mike Margolis at 6 pm
Board Members in attendance via roll call vote: Presiding Chair Margolis, Trustees Eric DiNoto, Lou Izzi, Jason Webb.

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.

Motion to Open Public Participation

Mover: Trustee Izzi Seconded: Presiding Chair Margolis
Roll call vote: Presiding Chair Margolis, Trustees DiNoto, Izzi 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: Presiding Chair Margolis
Roll call vote: Presiding Chair Margolis, Trustees DiNoto, Izzi and Webb
All voted in the affirmative; none opposed; Motion carried

Memorial Hall Update by Kathy Pigott-Brodeur, Executive Director Re-Opening Guidelines:

The latest MA.gov COVID-19 re-opening guidelines have been announced and it states performance event venues may open. Guidelines for performances and rehearsals mandate attendees abide by the 6' social distance regulation and wear masks at all times. Kathy determined the Memorial Hall layout per performance guidelines, with the 6' social distance mandate, to be 119 guests in auditorium seating (green chairs on floor and maroon seats). For a meeting or a class, Memorial Hall falls under the indoor event held at an event venue or in a public setting, must limit the number of attendees at all times to no more than 100 persons guideline. Additionally, the Dressing Rooms cannot be used as the capacity is capped so the renter may have the option to use the GAR as a dressing room.

NOTE: As per Memorial Hall building policy, for the safety of our guests, we do not adjust setups when the doors open for our events.

Memorial Hall is booked in June 2021, 26 out of the 30 days. The layout and guidelines we send to our renters will be determined by the guidelines in place on the event date.

Trustee Izzi: Is there a way to have concessions setup so vendors may sell items in GAR instead of using it as a dressing room?

Trustee DiNoto: Perhaps place markers on the floor so people can maintain 6' social distance?

Kathy's response: We will definitely add that to the layout as an option if they do not need GAR for dressing rooms.

Trustee Izzi: Requested we add to the renter's layout a disclosure, example: layout subject to change without notice due to State COVID-19 guidelines.

Vaccine Clinics:

To date, hosted 7 Vaccine Clinics which administered 3064 doses. This included 1st & 2nd dose. The number of people (guests) in Memorial Hall to date for Clinics is 4390. This includes people receiving the vaccine, staff, volunteers and caregivers accompanying guests. The State will no longer be distributing vaccine to local municipalities so Memorial Hall will not be a Vaccine Clinic site. The final one is scheduled in March for the 2nd dose distribution for only the people who received their 1st dose at a specific clinic in February.

Memorial Hall Envelope Renovation Project Update:

This will be included on all meeting agendas going forward and Kathy will request an update from the Planning Office for the Trustees.

UPDATE: Denise Gaffey reported the RFQ had been posted/published today.

April AGENDA Items:

Trustee Izzi requested the status of the inventory, cataloging, assessment and preservation of the artifacts project be placed on the monthly meeting agenda going forward.

Trustees asked Kathy to inquire if their meetings may occur in person if we meet at Memorial Hall?

Kathy stated she inquired to the City Solicitor's Office if it was possible for the March meeting and was told due to the limitation of public access that all City Board meetings will continue to be remote until further notice.

Motion to Adjourn at 6:37 pm

Mover: Trustee DiNoto Seconded: Presiding Chair Margolis

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

All voted in the affirmative; none opposed; Motion carried

Next Monthly Trustees meeting is scheduled for Wednesday, April 7, 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