

Minutes of the Memorial Hall Board of Trustees meeting Wednesday, May 5, 2021

REMOTE MEETING was called to order by Chair Sexton at 6:03 pm

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

Invited guest(s): Vonnie Reis, City Engineer, Engineering Department

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: Trustee DiNoto

Roll call vote: Chair Sexton, 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: Trustee Webb

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

All voted in the affirmative; none opposed; Motion carried

Memorial Hall Envelope Renovation, Solar Panels and City Hall Generator Projects Update by Vonnie Reis:

- Received 8 proposal for design, final selection is Gale Associates
- Next step is negotiating the scope of work and cost.
- Construction schedule requirements of possible solar panel installation on roof has been extended to align with completion of Envelope Renovation Project in the Spring of 2022.
- City Hall Permanent Generator Project will include installation of connections at Memorial Hall for a portable generator if needed during an emergency power outage. Portable generator will be stored at DPW yard, (Vonnice will confirm this).

Motion to accept minutes from December 2, 2020, February 3, 2021, March 20, 2021, April 7, 2021.

Mover: Chair Sexton Seconded: Trustee Webb

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

All voted in the affirmative; none opposed; Motion carried

Memorial Hall Update:

- Received rental payment from Melrose Health Department, (MHD), for 2021 COVID-19 Vaccine Clinics
- June only has 8 dates that are available to rent, (mostly weekdays)
- MHD booked another Serve Safe class. MHD has paid rental fees on all 6 Serve Safe Classes held at Memorial Hall in FY21
- No update on Schrab Grant
- Memorial Hall Budget hearing scheduled for June 3, 2021

Memorial Hall FY22 Rental Application:

Kathy respectfully requests Trustees to add to the rental application legal wording requiring our Renter to submit a copy of their One Day MLLC Liquor License prior to their event date. This will allow Memorial Hall time to confirm license has indeed been issued before liquor order arrives at the hall. Trustee Izzi will review FY21 rental application and bring forth wording to incorporate in the FY22 rental application for approval at the June meeting.

Motion to Adjourn at 6:45 pm

Mover: Trustee Izzi Seconded: Trustee Webb

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

All voted in the affirmative; none opposed; Motion carried

Next Monthly Trustees meeting is scheduled for Wednesday, June 2, 2021 at 6 pm.

AGENDA ITEMS:

- Vonnie Reis, City Engineer Memorial Hall Envelope Renovation Project
- Review and Final Approval of FY22 Memorial Hall Rental Application

Respectfully submitted,

Kathy Pigott-Brodeur, Memorial Hall Executive Director

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