

## **Minutes of the Memorial Hall Board of Trustees meeting Wednesday, June 2, 2021**

REMOTE MEETING was called to order by Chair Sexton at 6:05 pm

Board Members in attendance via roll call vote: Chair Mary Sexton, Trustees Lou Izzì, Mike Margolis, Jason Webb, (Jason joined at 6:10 pm).

Invited guest(s): 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.*

### **Motion to Open Public Participation**

Mover: Trustee Margolis    Seconded: Trustee Izzì

Roll call vote: Chair Sexton, Trustees Izzì, Margolis and Webb

All voted in the affirmative; none opposed; Motion carried

- David Bliss, Energy Commission, 16 Howard Street, Melrose MA 02176
- Ellen Katz, Energy Commission 70 Lynne Street, Melrose MA 02176

### **Motion to Close Public Participation**

Mover: Trustee Izzì    Seconded: Trustee Webb

Roll call vote: Chair Sexton, Trustees Izzì, Margolis and Webb

All voted in the affirmative; none opposed; Motion carried

### **Memorial Hall Envelope Renovation Project Update from Vonnie Reiss:**

- They signed a contract with Gale Associates

### **Motion to accept minutes from May 5, 2021 meetings.**

Mover: Trustee Webb    Seconded: Trustee Izzo

Roll call vote: Chair Sexton, Trustees Izzì, Margolis and Webb

All voted in the affirmative; none opposed; Motion carried

### **Motion to adopt the changes to the FY22 Rental agreement and approve the modification to the FY22 rental agreement**

Permits/Licensing/Insurance - #29

It is the sole responsibility of Renter to comply with any and all applicable City and State laws, regulations, ordinances and licensing requirements with respect to the serving of alcoholic beverages. The following link is provided for convenience only <https://www.cityofmelrose.org/liquor-licensing-commission> . It is the sole responsibility of Renter to adhere to all requirements of Melrose Liquor Licensing Commission and to obtain any and all required and necessary permits, licenses, insurance, etc. which, if obtained, shall be properly displayed during the Event. The serving of alcohol must cease at 11:30 PM or 30 Minutes prior to Event End Time, whichever first occurs. Memorial Hall staff shall not be permitted to handle, transport, clear or remove any alcohol containers from Main Hall or GAR room. No alcohol will be permitted upon the premises without a properly issued liquor license having been received and acknowledged by Memorial Hall in advance of any delivery of the same.

Mover: Trustee Izzì    Seconded: Trustee Margolis

Roll call vote: Chair Sexton, Trustees Izzì, Margolis and Webb

All voted in the affirmative; none opposed; Motion carried

**Motion to accept the FY22 Rental agreement addendum for the Melrose Symphony Orchestra and FY22 Rental agreement addendum for the Melrose Rotary.**

Mover: Trustee Margolis Seconded: Trustee Izzi

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

All voted in the affirmative; none opposed; Motion carried

**Memorial Hall Update:**

- Standard layout format for all performances/recitals in June was very well received. We have 23 events booked in June 2021.
- The Melrose Board of Health is following the Massachusetts.gov COVID-19 protocols. This means there is no restrictions for Memorial Hall in terms of masks, social distancing, capacity etc. Unless the Trustees determine the need to add guidelines, Memorial Hall will continue to abide by the Mass.gov COVID-19 protocols
- Kathy spoke with Vonnie and Denise to include as part of the envelope study a solution for the windows to be "darkened" for performances. Presently the Memorial Hall staff staple black plastic to the exterior windows which we should not do

Trustee Izzi would request the Trustees formally request funding from the city for the repairs to the interior of Memorial Hall, wallpaper, ceiling, painting etc. Kathy will make a list of repairs needed and Lou will draft the letter for Trustees to review.

**Motion to Adjourn at 6:51 pm**

Mover: Trustee Margolis Seconded: Trustee Izzi

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

All voted in the affirmative; none opposed; Motion carried

**Next Monthly Trustees meeting** is scheduled for Wednesday, August 4, 2021 at 6 pm.

**AGENDA ITEMS:**

- Vonnie Reis, City Engineer Memorial Hall Envelope Renovation Project
- Add to the **October 2021** meeting the FY23 Rental Agreement

Respectfully submitted,

Kathy Pigott-Brodeur, Memorial Hall Executive Director

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