

# **Soldiers and Sailors Memorial Building Board of Trustees**

**Minutes • August 4, 2021 • 6 PM**

**Memorial Hall • GAR Room**

Meeting was called to order by Chair Sexton at 6 pm

Board Members in attendance: Chair Mary Sexton, Trustees Lou Izzi, Mike Margolis and Jason Webb

Guests in attendance: Vonnie Reiss, P.E. City Engineer, Kristin Foote, City Clerk, Ted Hunt, Chair, Board of Registrars, Joanne Perperian, Assistant City Clerk,

## **Motion to Open Public Participation**

Mover: Trustee Margolis    Seconded: Trustee Izzi

All voted in the affirmative; none opposed; Motion carried

## **Motion to Close Public Participation**

Mover: Trustee Izzi    Seconded: Trustee Webb

All voted in the affirmative; none opposed; Motion carried

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

- Schedule has slid a little but contractor will be confirmed by end of year
- Weather, rain and thunderstorms in July, caused delay in schedule for onsite work
- Geotech borings on the outside produced a surprise – bedrock was 70 ft. below building and building is sitting on layers of peat
- Main St. stair tread removed revealed an 18' cavern with concrete pilings with no backfill
- Gale found lots of water damage along roof, most of masonry is in good condition and deterioration of steel beams
- Gale owes evaluation report to engineers by end of week, final report will determine next step
- Schedule will include Melrose Historic Commission and Historic District Commission submission and meetings along with the Energy Commissions reviews.
- Trustee Izzi reminded Vonnie the Trustees are looking for more information on the solar panels, specifically the profile of the solar planes to determine if it would impact the site line of the building.

POLLING LOCATION: Exiting City Clerk right before she left notified the State she had concerns about the ADA compliance of some polling locations. The State did a site visit and determined changes needed for some locations. Due to costs and time, the city will not be able to make the changes needed in time for November election. They are proposing 4 options to the City Council one of which is to move 2 Wards, (4 precincts), into Memorial Hall. Vote will take place at next Council meeting.

## **Motion to waive the rental fee to allow Memorial Hall to be used for elections to be held on November 2, 2021.**

Mover: Trustee Izzi    Seconded: Trustee Margolis

All voted in the affirmative; none opposed; Motion carried

## **Motion to waive the rental fee request for 20<sup>th</sup> Anniversary of 9-11 memorial service, Health Dept. public meeting, Flu Clinic and Senior Resource Fair at Memorial Hall, dates to be determined.**

Mover: Trustee Izzi    Seconded: Trustee Webb

All voted in the affirmative; none opposed; Motion carried

## **Motion to accept minutes from June 2, 2021 meetings.**

Mover: Trustee Izzi    Seconded: Trustee Webb

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

All voted in the affirmative; none opposed; Motion carried

**Motion to add in the Memorial Hall rental contract, on the advice of the City Solicitor, at the end of paragraph 33 "Such policy must evidence coverage inclusive of the entire expected Rental Period as defined in paragraph 27 above." to clarify the time frame of the event insurance requirement.**

Mover: Trustee Margolis    Seconded: Trustee Izzi

All voted in the affirmative; none opposed; Motion carried

**Memorial Hall Update: Distributed 2022 SSMB Board of Trustees schedule. (1<sup>st</sup> Wednesday of every month except July).**

**Motion to provide Home Instead a credit of \$300 to be used within FY22, however, in the event Memorial Hall is able to rent the facility for the same date and time, we will issue a refund in the amount of \$300.**

Mover: Trustee Izzi    Seconded: Chair Sexton

All voted in the affirmative; none opposed; Motion carried

**Motion to Adjourn at 6:57 pm**

Mover: Trustee Margolis    Seconded: Chair Sexton

All voted in the affirmative; none opposed; Motion carried

**Next Monthly Trustees meeting** is scheduled for Wednesday, September 1, 2021 at 6 pm.

**AGENDA ITEMS for upcoming meetings:**

- 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*