

Soldiers and Sailors Memorial Building Board of Trustees

Minutes • December 1, 2021 • 6 PM

City Hall Conference Room

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

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

Guests in attendance: Vonnie Reiss, P.E. City Engineer and Brian H. Neely, Sr. Associate, Gale Associates, Inc

Motion to Open Public Participation

Mover: Trustee Margolis Seconded: Trustee DiNoto

All voted in the affirmative; none opposed; Motion carried

No members of the public wishing to speak

Motion to Close Public Participation

Mover: Trustee Margolis Seconded: Trustee Webb All voted in the affirmative; none opposed; Motion carried

Update on Memorial Hall Envelope Renovation Project: Brian Neely and Vonnie Reiss

Bid expected to go out Jan/Feb 2022, Construction May – October 2022.

Generator Project: Gale happened to be on the meeting when DPW Engineering was presented the Generator Project (City Hall and Memorial Hall location), to the Melrose Historic District Commission. After meeting Gale submitted a suggestion with the drawings to Vonnie that the portable generator hook up box can be installed in the frame of the Back Lobby doorway (as the Fire alarm/key box is in the Main Lobby doors) to solve the problem of it extending out from the building by the stairs, a concern from the Commission.

Motion to add appropriate language as proposed by the City Solicitor to the Memorial hall rental agreement to current and future rental agreements:

- Add paragraph 17 to read as follows:
Renter, its agents and/or employees shall at all times treat City employees, staff members, and members of the public with the utmost courtesy and respect.
- Add paragraph 18 to read as follows:
Memorial Hall reserves the right to refuse to contract with any individual or entity who has previously breached the terms of any Application and Agreement and/or Rules and Regulations for the Use of Soldiers and Sailors Memorial Building, or who has a documented history with the City of Melrose and/or Board of Trustees of the Soldiers and Sailors Memorial Hall Building relative to a past event at this location showing concerning, disrespectful, and /or harassing behavior towards any City of Melrose employee, staff member, or member of the public.
- Change Limitation of Liability Section to be entitled: Limitation of Liability/ Indemnification

Add a Second paragraph to this section to read as follows:

“The Renter assumes complete responsibility and liability for any and all claims, losses, damages, expenses, penalties, and judgments relating to or arising from the event. The Renter further agrees to save and hold harmless the City of Melrose, the Board of Trustees of the Soldiers and Sailors Memorial Building, their employees, agents, successors and/or assigns from and against all claims, losses and liability arising out of damage to property; injury to or death of persons occasioned by or in connection with the acts of omissions of the Renter or the Renter’s agent; or the use of any equipment or property in connection therewith; and from and against all claims, losses, liability for costs, fees, and attorney expenses in connection therewith.

Mover: Trustee Izzi Seconded: Trustee Margolis All voted in the affirmative; none opposed; Motion carried

Motion to Adjourn at 7:50 pm

Mover: Trustee Margolis Seconded: Trustee Webb All voted in the affirmative; none opposed; Motion carried

Next Monthly Trustees meeting is scheduled for Wednesday, January 5, 2022 at 6 pm.

AGENDA ITEMS for upcoming meetings:

- Vonnie Reis, City Engineer Memorial Hall Envelope Renovation Project

Respectfully submitted, Kathy Pigott-Brodeur, Memorial Hall Executive Director

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