



**Thursday November 7, 2019 @ 6:30 pm**  
**Meeting Minutes**  
**SAUGUS HIGH SCHOOL**

- Meeting called to Order @ 6:18 pm
  
- **Attendance:** Al DiNardo, Donna Sordello, Bill Williamson, Fatima Allan, Sue Palomba
  
- APPROVE MINUTES – Fatima motioned to approve minutes from September 12, October 3, & October 29, 2019 that was 2<sup>nd</sup> by the Chair, **Motion passed 5/0**
  
- TREASURER’S REPORT – Donna motioned to approve treasurers report from September & October 2019 (including Petty Cash) that was 2<sup>nd</sup> by the Chair **Motion passed 5/0**  
Fatima also explained to the Board that the audit is almost complete for 2016, 2017 and 2018 and the accounting firm of Ryan & Coscia will file all necessary taxes and amendments needed to move forward, this firm will handle all accounting services for Saugus TV as necessary
  
- Board agreed to next board meeting Monday, December 2<sup>nd</sup> at 6:30 pm
  
- Al will ask to be put on BOS agenda 12/20/19 to request capital spending money for equipment and 6-month budget to be released
  
- Bryan Nadeau must have FY 2021 budget to selectmen by February 2020

Continuation of Board meeting scheduled for 6:30 pm to discuss lease agreement

- **Historical Society attendance:** Laura Eisner, Jane Parrott, Paul Kenworthy, Judith McCarthy, Jack Klecker & Allan Humphries
  
- Attorney Nelson Chang was available for questioning

Donna presented the lease with changes made by both parties – Laura had concerns about utilities when construction begins, it is stated that Saugus TV will start paying all utilities when lease the is signed and permits are pulled. This is noted in the lease as well.

Al said that he has been in touch with the contractor, Peter Qirici to move forward as soon as possible. Peter will attend the next meeting with all boards.

Building insurance will be in place when contract is signed, and Peter will submit his COI

Article 5 states that historical society will pack delicate/fragile items, artifacts....and will remove trash prior to move out. All boxes must be marked and ready for movers. SHS agreed to one month after lease signed to have this complete.

Article 7 will add "landlord" as well as tenant for common areas or add another paragraph in lease stating this

Article 3 needs to say liability and hazard insurance

There was much discussion about keeping all common areas clean & tidy by both parties, this is a courtesy gesture that will be added in another paragraph in the lease

There was further discussion about some of the articles in the lease that will be resolved by both attorneys before it is signed.

Donna made a motion to adjourn meeting that was 2<sup>nd</sup> by the Chair

Meeting adjourned 8:18pm

**Motion passed 5/0**