



Tuesday November 19, 2019 @ 6:30 pm
Meeting Minutes
SAUGUS HIGH SCHOOL

- Meeting called to Order @ 6:01 pm
- **BOD Attendance:** Al DiNardo, Donna Sordello, Fatima Allan (Sue Palomba & Bill Williamson not in attendance)
- **Saugus Historical Society Board** – Laura Eisner, Jack Klecker
- In attendance also, Beth McDougal, Jim Janus, Peter Qirici, Maureen Whitcomb, Dan Kelly

Beth McDougal initiated meeting with Peter Qirici, General Contractor, stating that certificate of insurance must be in place before a check can be issued to him. There will also be a schedule in place for Beth once Peter gets permit, this will be a weekly meeting between architect and general contractor.

Payments will be made appropriately as work progresses; Fatima will issue checks to Peter when Beth signs off.

Beth stated the final plans are dated August 16th for Peter to obtain permits from the Town

Beth will need to give Peter 3 sets of plans, one for fire dept, building inspector and Peter will have a stamped copy at the job location.

Dan Kelly was present to meet Beth and Peter as he will be the liaison between architect and general contractor

Insurance must be in place as of this weekend for Saugus TV employees and helpers to start packing, Bryan and Bill spoke to Peter Rosetti to complete all necessary insurance documents asap.

Saugus TV will fill oil tank for the winter months prior to change over to gas heating, Beth stated that there will be 3 meters for gas and electric when complete. Fatima stated that all utility bills will be mailed & addressed to Saugus Community Television

Beth asked for all phone numbers and emails from everyone in attendance so there can be communication if necessary, during construction phases.

Both boards agreed that the house will be cleaned out in less than a month for the general contractor to start demolition. Peter said he will be starting the project outdoors and pouring foundation as soon as possible, he is waiting to speak to Fred Varone, building inspector to get signed off.

Bryan stated that we are currently calling moving and storage companies to get the house cleaned out as soon as most of interior & artifacts are ready to get stored in a public storage facility. Saugus TV staff will begin helping with some of the clean out with the direction of SHS.

A dumpster will be on site as of November 21st for this process to begin

Keys to the building have been given to Saugus TV board and general contractor from the SHS.

Next Board meeting scheduled for Monday December 2, 2019 at 6:30 pm

Meeting adjourned 7:00 pm

Motion to adjourn made by Donna and 2nd by Chair Motion passed 4/1