



**Thursday March 5, 2020
Meeting Minutes
SAUGUS HIGH SCHOOL**

- Meeting called to Order @ 6:38 pm
- **Attendance:** Al DiNardo (via telephone), Donna Sordello, Fatima Allan, Sue Palomba
- **APPROVE MINUTES** – Donna motioned to approve minutes from 2/6/20 that was 2nd by Sue,
Motion passed 3/0

- **TREASURER'S REPORT** – Donna motioned to approve treasurers report from January 2020 that
was 2nd Fatima **Motion passed 3/0**

Initial Executive Session was to approve Operations Budget for fiscal 2021, Bryan presented and reviewed the budget with Donna, Fatima & Sue. Fatima requested some minor changes in the line item categories, Fatima asked Bryan to get a Fed-Ex & UPS account for future mailing for large items. The Board wanted to reiterate the payroll numbers and to make sure there is enough in budget for employee payroll and 401K.

Bryan also explained that monthly bills for the Historical Society must be estimated and be in budget also, such as electric, gas, snow removal, landscaping, water & sewer.....
Fatima motioned to approve budget that was 2nd by Donna **Motion passed 3/0**

Al explained that Bryan must have an operations budget article prepared for the annual town meeting. Al would like Wendy Reed to have this as soon as possible, this article must be approved by the BOS and then will be presented to Town Meeting Members and Finance Committee.

Donna motioned to close executive meeting that was 2nd by Fatima at 7:05 pm **Motion passed 3/0**

Meeting proceeded to discuss construction at 30 Main Street. Peter Qirici attended this meeting to get an additional payment approved by the board. Rachel Brugman attended this meeting to discuss furniture plans designed by WB Mason.

Rachel presented the WB Mason plans. Fatima stated that she does not like WB Mason, Donna, Sue and Al were all happy with the plans and the cost. It was presented that WB Mason would finance the furniture that would ease up the construction budget. The entire order would take 6 to 8 weeks for delivery and set up. Fatima asked for an additional quote, Rachel explained that she has been pricing furniture from numerous places. Rachel will produce her other two quotes if necessary, but WB will give SCTV the Massachusetts State pricing for non-profit organizations. Bryan stated that this is a good decision to purchase all interior furniture from the same company.

Donna motioned to approve WB Mason furniture that was 2nd by Sue

Motion passed 2/1

Peter Qirici gave Board updates on construction to date, he explained that his crew will be closing the walls as soon as electricians are complete. Peter asked Bryan to choose a floor for studio, it must be a smooth finish as equipment will be moved around on it. Peter was given a \$150,000 payment on 3/5/20.

Sue explained that the staff of SCTV and Saugus Historical Society should pick out colors for walls. It was noted that Peter will paint brick in the sitting room to clean it up. Sue offered to bring paint samples for the board and staff to decide for the walls. Peter said in the sitting room will be recessed lighting and suggested wall sconces for the walls in that area.

Beth will be getting the kitchen appliances donated for the building, this was stated when she started the architectural plans.

Fatima went over all the finances with the board and what is needed to complete project. Bryan presented all his current expenses such as electrical, lighting, alarm system & equipment deposits that totaled \$100,000.

Al asked about finances going forward and what the additional expenses will be for the entirety of the project. Peter will give details of additional costs and Bryan will get an article prepared for him and Al to go before the BOS, Town Meeting and Finance Committee

Motion made by Donna to adjourn meeting that was 2nd by Sue at 8:06 pm

Motion passed 3/0