



CITY OF MELROSE

SOLDIERS & SAILORS MEMORIAL BUILDING

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SOLDIERS & SAILORS MEMORIAL BUILDING FY24 BUDGET MEMO

1. **Have there been any noteworthy changes or events that took place during FY23 in your department (staffing changes, technology upgrades, new regulations, or procedures, etc.)?**

Staffing: Memorial Hall staff consists of (4) dedicated, hardworking part-time Operation Assistants and (1) full-time Executive Director/Operations Manager. Due to the employment market, one of the Operations Assistant positions was filled by short-term, temporary employees. In FY24 we will begin the search for a permanent employee for this position. Additionally, Memorial Hall received 5 hours/week administrative support from the Mayor's Office Administrative Assistant.

Upgrade: The Memorial Hall Envelope Improvements Project started in FY23 and is scheduled to be completed in the summer of FY24. This project includes restoration of the existing windows, installation of motorized exterior shades to the clerestory windows, replacement of interior shades, the organ door replacement, repointing and cleaning of the granite and brickwork facade, steel beam repairs, roof and gutter replacement, refurbishment of the Main Street door and the Back Lobby door replacement. The project has had minimal impact on the FY23 events.

Melrose Civil War Veterans Heritage Project: This project, completed in May 2023, identified and catalogued the artifacts housed at Memorial Hall. Additionally, they researched the plaques in the GAR Room, wrote a suggested collections policy and researched options to begin the process for an Interpretive Plan that would actively engage and educate visitors to the Soldiers and Sailors Memorial Building.

2. **Do all your departments salaries come from the same budget? If not, please identify the split among multiple budgets.**

The (5) Memorial Hall Operation Assistants and Executive Director/Operations Manager salaries come from the Memorial Building salary and wages budget. The (5) hour Administrative Assistant support is paid out of the Mayor's Office budget.

3. **Are there any significant changes to your FY24 budget compared to last year? Please explain.**

Elevator Maintenance line item: Memorial Hall has a stand-alone elevator service contract as Memorial Hall requires 24 hours on demand service, (ex: elevator needs repair during an event on Saturday night). The increase is due to the annual contractual International Union of Elevator Contractors labor rates.

Soldiers and Sailors Memorial Building FY24 Budget memo **cont.**

4. Any events or changes you anticipate in your department for FY24?

EVENTS: In FY23 we are on target to host 260 events with approximately 49,000 guests in attendance. In FY24, as of today, we have requests for 192 event dates.

PROJECTS: In FY23, thanks to the efforts of Senator Jason Lewis and State Representative Kate Lipper-Garabedian, Memorial Hall has been approved to receive a Commonwealth of Massachusetts Earmark in the amount of \$100,000. The SSMB Board of Trustees voted to use these funds to start the repairs needed in the GAR Room, including but not limited to ceiling and wall plaster repair, floorboards, and wood trim repair.

The Friends of Melrose Memorial, a non-profit organization dedicated to preserving our community treasure, will host a fundraiser, **“The Gala at Memorial Hall” on Saturday, October 14, 2023**. This formal Gala will feature a seventeen-piece big band, performances from Melrose entertainers, food, drinks and dancing all set in Old Hollywood style. All monies raised will be used for the GAR Room repair project.