

February 05, 2024

West Brookfield Historical Commission Minutes

Attendees: Louise Garwood, Mike S, Heather Walker, Rachel & Dan Hamilton

Agenda

Discussions re: January's meeting minutes

Pending Business:

Treasurer's Report

Appointment Updates

Old Indian Cemetery

Old Methodist Cemetery

Demolition Delay for 2024 Town Meeting

Jacob Knight Planning

Scenic Road

New Business

Adjourn

Meeting Opened - Louise called meeting to order at 6:57 PM.

January Minutes Approval-

Discussed notating the account when we pay expenses from Treasurer's report.

Minutes approval - Vote, December's meeting minutes to be amended as discussed above. Raised by Heather, Seconded by Louise and carried by the members.

Pending Business:

Treasurer's Report: was presented by Heather Walker. Anne-Marie tried; but Town officers are playing catch up as we are still trying to figure out the state of accounts since pandemic. No expenses pending currently. Rg made motion to accept Treasurer's report as presented by Heather; Louise seconded. Motion carried by members.

Appointment Updates: New goal, for May meeting, to review who needs to enter the renewal letter process. Rg to research what the new process is since she is impacted first. Don't forget Conflict of Interest training.

Old Indian Cemetery: Field works starts in Spring 2024. No actual estimate for date to commence at present. Otherwise, status quo.

Old Methodist Cemetery: There is a 2/8 meeting planned for Amy to get state of project in order to submit her proposal for National Register. Otherwise, status quo.

Demolition Delay: No update with Jesse not present.

Jacob Knight: Heather and Rachel visited the space, pending updates of space, Heather to layout. Date agreed upon, they have what we need for basic refreshments. Should we offer a stipend? Just need to complete the list on our side and add the venue list. Hanging exhibition Friday prior. Carry-over tasks can be completed on Saturday. Steven requests small stipend for mat board and glass for his costs. Motion raised by Heather to provide stipend of \$300 to partially cover costs to mat the art from England fund. Seconded by Rachel. Motion carried by commission.

Publicity topics: highlight hours of space and tours are available by appointment as well. Heather will be starting the background information with the artist as well. Discussed the invitation samples — what we liked or disliked about the samples. In general, we liked the simplest design samples. Use color ideas to capture eye of posters at local businesses. Heather raised motion to approve costs up to \$300 from England Fund to cover costs of printing up to 250 invitations and purchase of address labels and stamps. Seconded by Rachel. Motion carried by the members. Need to gather invitation names from local historical commissions as well. Matte card stock in standard postcard size for the invitations to directly mail. Information for location together. For questions, contact HC via email. Rg needs to come up with a refreshment plan that fits a Sunday afternoon and budget. Need to assume a head count for event attending to work up a budget. Room capacity? Not a lot of parking. Need to develop bio, bits about the art, "Where's Jacob", etc.

Scholarship 2023-2024 Process: Information sent to schools and publicity being worked.

Scenic Road Process: Flyer needs to go to the printer and edited. Otherwise; status quo.

New Business:

Climate Control Room: Town Administrator wants our historical records out of the space; items that are in area are very old and fragile and need to remain in a climate controlled area. Does state have any mandate around what needs to be stored and in what conditions. Louise to contact MA HC for guidance via the State Archives. Do we need to collect costs for moving and storing?

MPPF Grant Cycle: Louise raised suggestions to coordinate efforts for the next grant writing cycle. (Mass Preservation Projects Fund)

Historical Commission Website: Louise raised suggestion to leverage samples of other towns as part of the website refresh.

Guest Presentation: Dan shared that he is willing to support our work as a member of the community at large. He also shared information about MusARCH software for cataloging collections and is free for non-profits. The software developers are working to modernize the code and enhance the functionality. Dan is training local towns to load their collections. Does it work on a MAC?

Motion to Adjourn Meeting: meeting was ended at 8:30 PM. Next Meeting is scheduled for March 4th