



Minutes of the Historical Commission Deerfield, MA.

Town Offices
June 16, 2009

Members present: Henrietta Kocot, Chair
Matt Jakutowicz, Clerk
Helen Petrovic
Pat Karkut
Edie Lipp

Absent: Bud Driver

Guest: Tom Scanlon, Town Accountant

1. The meeting began with a report from invited guest Tom Scanlon on the funding status of the Deerfield Historical Commission.
 - a. Tom said there is currently no appropriation in the Town Budget for Historical Commission funding. To have a line item designation in the future, the Historical Commission must draw up a proposed budget (office supplies, postage, conferences, dues for Massachusetts Historical Commission membership, booklet on the Deerfield Historical Commission, surveys, photo-quality paper and/or processing costs, etc.), then submit the budget to the Select Board and the Finance Committee who would bring the Annual Budget request to the Town Meeting for a vote.
 - b. In the meantime, since the Historical Commission currently has no working funds, Tom said the Historical Commission could submit to the Finance Committee a budget for funding for the current year's work.
 - c. Additionally, Tom clarified allotment of Community Preservation Act funds, where 10% annually is allotted each for open space, historic preservation, and low-income housing. The remaining 70% is allotted in those areas as needed, with funds accumulating from year to year if not used. The Historical Commission's role is advisory in relation to CPA funds; the Community Preservation Committee reviews applications, and the Town Meeting votes to accept or reject those applications deemed appropriate to CPA guidelines. The Historic Commission can itself apply for CPA funding for specific historical preservation projects.
 - d. Matt Jackutowicz asked if funds from the Dickinson Library Trust could be used for the historic preservation initiatives of the Tilton Library. Tom explained the history of the Dickinson Library Trust and said that the terms of that Trust determine how those funds

are used. They could not be used for the current Tilton Library preservation initiatives unless by a lawsuit.

- e. Tom Scanlon clarified that a privately funded Deerfield Historical Society could be established. If filed with the State of Massachusetts on form 501 3C (and 993?), such an organization could legally accept private donations that would be tax deductible, and it could sponsor fund raisers to support historical preservation projects such as the restoration of old houses like the one in the center of town that used to be a fish market, a blacksmith shop, and then an antique shop. Some other old buildings discussed were the Farmers Bank in the town center and St. James Church, which used to be a protestant church located near the Bloody Brook monument. The church was moved to its current location. Betty Hollingsworth was noted as a source of photos and history of the town.
- f. Finally, Tom Scanlon said that minutes of Commission meetings should be available for inspection 72 hours after each meeting, even though the minutes would not be approved by the Historic Commission members until the next month's meeting. Tom says this procedure is part of the Open Meeting By-law of Deerfield. He also said that by-laws say minutes must be filed with the Town Clerk because if anyone ever subpoenas records, the Town Clerk must have them. When the Town Accountant does Town audits, he cites committees where minutes are not up-to-date. The Historical Commission had been told to submit our minutes to Kayce Warren in the Town Administrator's office. We will seek clarity so we follow correct procedure.

2. The Historical Commission minutes from May 19, 2009 were read by Matt Jackutowicz. Henrietta Kocot made a motion and Helen Petrovic seconded it to accept the minutes as read. The motion passed unanimously.

3. Old business was discussed:

- a. Henrietta Kocot pointed out that file cabinets for the Historical Commission are now available in Room 130. Kayce Warren will have a copy of the cabinet keys for member access.
- b. Edie Lipp reported that she has begun photographing gravestones, beginning with the Sugarloaf Street graveyard. She will meet soon with town resident Jane Trigere who has already begun research on this cemetery.
- c. Discussion ensued concerning the Allen monument by the twin Rt. 91 bridges. Matt Jakutowicz said the monument had been moved from its original position close to the Barnard monument and relocated $\frac{1}{4}$ to $\frac{1}{2}$ mile toward the Stillwater twin bridges. Both the original and current locations need to be documented in the process of photographing monuments.

4. New business was then addressed:

- a. Henrietta Kocot made a motion and Edie Lipp seconded it to approach the Finance Committee with a request for a \$1000 (thousand dollar) general expense allotment for the current year. The motion was unanimously approved.
- b. Matt Jakutowicz submitted a letter by Bud Driver, resigning from the Historical Commission effective immediately. Bud's resignation was accepted by all, with regret.
- c. Matt Jakutowicz submitted his own letter of resignation from the Historical Commission, effective immediately. Matt's resignation was also accepted by all, with regret.
- d. Henrietta Kocot made a motion and Helen Petrovic seconded it to appoint Edie Lipp as the new representative of the Historical Commission to the Community Preservation

Committee. Four members approved the motion. One abstained. Edie Lipp accepted the appointment.

- e. Henrietta Kocot nominated Edie Lipp to be the new Clerk of the Historical Commission. Matt Jakutowicz seconded the nomination. Four members approved the nomination. One abstained. Edie Lipp accepted the appointment.
- f. Henrietta Kocot nominated Pat Karkut to be the new Vice Chairperson of the Historical Commission. Edie Lipp seconded the nomination. Four members approved the nomination. One abstained. Pat Karkut accepted the appointment.
- g. Edie Lipp suggested that the Historical Commission write letters of appreciation to Jack Cavacco, Bud Driver, and Matt Jakutowicz, asking also that they be willing to lend their expertise to the Commission as needed. All members agreed, and Henrietta asked that Edie Lipp compose the letter.
- h. Edie Lipp suggested that members generate their own list of projects that would be relevant to the work of the Historical Commission and bring their lists to the July meeting for discussion and prioritizing. All members agreed.
- i. Henrietta Kocot announced that she will invite Carolyn Ness to attend our July meeting so we can get input from a Select Board representative on proper procedure for grant applications relating to documenting and preserving cemeteries and monuments.

Henrietta Kocot made a motion to adjourn. By consensus, the meeting was adjourned at 8:55 P.M. The next meeting of the Historical Commission will be July 21st, 2009 at 6:30 P.M. in Room 130 of the Town Offices.

Respectfully submitted,

Matt Jakutowicz, Clerk
Deerfield Historical Commission

MJ/el