



## Minutes of DHC Meeting

January 12, 2010

**Members present:** Henrietta Kocot, Chair; Edie Lipp, Clerk; Pat Potter, Jane Trigère

**Guest Speaker:** Michele Barker, Circuit Rider for *Preservation Massachusetts*

**Guests during Barker talk:** Karen Herrold (CPC Chair), Mary Stokarski (Town Clerk), Gabi Harrington, and Andrea Krawczyk. Three students from FRHS attended the meeting as part of a class assignment.

**Guests after Barker talk:** Carolyn Ness, Bernie Kubiak, and Mark Gilmore

1. The meeting was called to order at 6:30 P.M. by Chair, Henrietta Kocot.
2. Henrietta introduced Michele Barker who spoke about finding grants for historic preservation and related projects. Michele handed out materials explaining available grants. She gave the DHC two DVDs that can be used to train new DHC members and other town residents. She then talked and answered questions. Here are some points Michele made:
  - Grants are available to set up a program to help homeowners with preservation grants.
  - BOOK: *Preservation Guidelines for Municipally Owned Historic Burial Grounds and Cemeteries*, Second Edition. 2002. MA Dept of Environmental Management.
  - RESOURCE: Rusty Clark, gravestone carver expert living in western MA who wrote book *Stones Carved in Stone: Holyoke MA*. May be in Old Deerfield bookstore.
  - PRESERVATION MASSACHUSETTS sponsors 3 workshops (a) Preservation 101 - basic information for Historical Commissions (b) Preservation 201 - about MA inventory forms (c) Workshop on National Register Nominations<sup>1</sup>
  - RESOURCE FOR PRESERVATION PLANNING: Chris Skelly, Director of Local Governments Programs at the MA Historical Commission, assists volunteer local commissions around the state in community-wide preservation planning. He has written a number of MHC publications: *Preservation through Bylaws and Ordinances*; *Preservation Planning Manual*; *A Guidebook for Historic District Commissions*. Skelly

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<sup>1</sup> PM workshops and those by Chris Skelly of the MA Historical Commission should be planned in coordination with other towns.

gives Historic Preservation workshops, and workshops on legal aspects of HC, responsibilities of HC, creating bylaws, etc.

- The Community Preservation Committee (CPC) can be helpful in getting town committees to work together on preservation initiatives. CPC tries to stretch grant funds to get more leverage. Can match one grant with another. It's helpful if non-town applicants (e.g. non-profits, individuals) have looked for other funding.
- Karen Herrold asked about grants for document preservation. Michele said (1) NEH – National Endowment for Humanities has a small program with no match required (2) MA Board of Library Commissioners – only if collection is in a library (3) Historic Preservation (4) Karen said also some foundations offer such grants.
- Karen Herrold asked about grants to support walking tours. Michele said (1) National Trust for Historic Preservation has funded walking tour publications (2) Preservation Massachusetts. One of those is for towns of 5,000 or less and is due by February 1<sup>st</sup>.
- Mary Stokarski asked if CPA has funds to help with administrative work. Michele said Stuart Saginor said what is administrative is nebulous. The work has to be relevant to the CPA process, e.g. Inventory of town, preservation planning (discuss with other committees in town). Also funds to help update the 1990 Preservation report.
- Jane Trigère asked, “Where do we start?” Michele said it's important to establish priorities first. What are the DHC goals – long and short term? What can we do ourselves, and what do we need to hire help for. List projects and how big issues can be addressed. Preservation MA (PM) can provide us with consultants to help plan. THEN look for funding sources.
- Jane asked, “How do we decide on grants?” e.g. Inventories. Michele said look at the grant deadlines (1) PM has rolling deadlines, every 3-4 weeks (good source for start up for overall assessment of needs) (2) National Trust grants have 3 cycles: Feb. 1 – small towns fund, June, October (3) Look through list MB provided and see where project fits. Some don't fund construction; some are only construction. Narrow down. Check websites. Don't waste time - CALL and ask if they've funded projects like this.
- Karen asked if consultants are paid. Michele said some consultants give free ballpark figure (e.g. 5 to 10 thousand). Usually a fee for more detailed evaluations, e.g. cemetery restoration. We can search for consultants through the MA Historical Commission and the CT Trust for Historic Preservation
- FEDERAL HISTORIC TAX CREDITS: available for qualified historic rehab of an income producing property. Must be commercial properties; can be a rental property. Not single family house. PM lobbying for single-family houses to qualify. If built before 1930 and not on historic register = 10% potentially. State credit potential = 20% CHECK WEBSITES: National Park Service and Historic Tax Credit (Idea for Deerfield – Use St. James Church buildings for Historic Preservation AND Senior Housing.
- PIONEER VALLEY HISTORY NETWORK. Mentioned by Jane and said good by Michele
- PRESERVATION MASSACHUSETTS services: Circuit riders can provide consultation and site visits. (MA PM only 1 and a half years old so projects still in progress; VT and CT organizations several years old and very successful; now in 25-30 states)
- ONLINE: spreadsheet of all CPA projects done in MA. Can search keywords: historic, cost, cemeteries. Can CONTACT the communities. Can see if they got matching grants and ask where from. MASSACHUSETTS HISTORICAL COMMISSION (MHC) website is a source of information on different projects. Can ask for a copy of grant applications. Will give copies of successful grants.

- **INTERNS and GRANT WRITERS:** Michele said a lot of local HCs are intimidated by the grant-seeking process, and there are sources of help: (1) look to Preservation Massachusetts (PM) for a mini grant to hire a grant writer. (2) look for colleges with programs in Non-Profit Management. Can ask for an intern to help with grant research and writing. (3) look for colleges with Historic Preservation programs. Ask for interns to help with preservation planning, record keeping, etc. Check on web – University of Vermont, Roger Williams, Columbia, etc. (4) look for colleges with grad programs, where interns really want management projects for resume building. Perhaps Boston University. (4) look for National Register nominations who have training before internships (e.g. On survey work)
- **DOCUMENT PRESERVATION:** Mt. Holyoke College has a satellite program from Simmons College – graduate level studies in archivist training. **ASK ABOUT INTERN.** In Andover, MA, there's the New England Document Preservation Center. Williams College has a conservation center connected with the Clarke Museum.
- **HOW TO START:** (1) See what we already have (2) Make a Deerfield Preservation Plan. Go on the MHC website. MACRIS database to see what's been done. They have all inventory forms on file. **SEE ALL DEERFIELD ONES.** Can ask State to send them to us.
- Karen Herrold asked if we could go for the Feb 1<sup>st</sup> deadline PM grant to ask for help to move us forward – make it a community goal. Michele doesn't believe we're ready for that yet because we don't have a Preservation Plan. We need to assess.
- **STRETCH CPA Funds.** Small projects like the Sugarloaf Street Cemetery Project are fine, but if we want to maintain a larger CPA pot, use PM or NT to fund professional expenses, e.g. \$2500.
- Jane mentioned our limited ability as a small volunteer group to conduct large inventories. Michele said we could hire someone – or find an intern that we would need to guide as a summer project.
- Gabi Harrington said she had contacted Jeremy Rogers (FRHS) about helping do a DHC website on the Sugarloaf Street Cemetery. Could be a class project.
- Karen Herrold asked are we premature to hire someone to get projects of the ground. Michele said we have a lot of work to do on establishing the Big Picture, perhaps even considering historic districts. **RESOURCE:** Franklin Regional Council of Governments (FERCOG). Someone there can help with preservation planning. Peggy Sloan – ask if can get grant.
- **OTHER TRAINING:** (1) get Chris Skelly from MHC (2) Watch DVDs as group DHC (3) Think about what questions to ask (4) Course with PM – Preservation 101 in April or May in Williamsburg. (Highland Communities initiative)
- **COORDINATION:** Try to assure that town committees speak in one voice about preservation planning. Enlist CPC, Conservation Commission, Parks Dept, etc. (note – only ½ MA towns have CPC)
- **REPRESENTATION ON DHC:** would it be good to have a PVMA or Historic Deerfield rep in the Historic Commission?
- **MORE IDEAS FOR DHC:** (1) Do public information programs, e.g. workshop to help owners with potentially historic houses do house research. Find consultants to help with such programming (2) HCs do not generally collect papers and artifacts; more often historical societies and libraries do that work (3) HCs oversee structure preservation. Their power is limited unless there are local ordinances. See DVD about pursuing appropriate laws.
- Karen Herrold suggested writing a PM grant request (for Feb 1<sup>st</sup>) from the CPC and DHC to get a consultant through FERCOG to help with assessment of preservation planning

and define the next steps. Edie suggested that Karen write up details of her idea so the DHC could know exactly what they were voting on.

- Henrietta thanked Michele for her presentation. The DHC moved to other business.

### 3. Old Business

- Minutes of the DHC meeting of December 8, 2009 were reviewed and approved by consensus.
- Pat Potter submitted a written estimate from Hap Eaton for the in-kind town donation of brush removal, including removal of poison ivy, at the Sugarloaf Street Cemetery. The dollar amount of that donation is estimated at \$605.00.
- We discussed the feedback letter from the CPC about the Sugarloaf Street Cemetery Restoration Project. Edie reported that other CPA applicants (for the town clock, the Tilton Library, and the preservation of town records) had some of the same concerns that the DHC has: (1) about the request for three cost estimates, and (2) about the request for matching funds, and (3) the short amount of time to get application work and follow-up done. The DHC approved by consensus a DHC response letter which we will submit immediately to the CPC in time for their Thursday meeting.
- Carolyn Ness, Selectperson, joined the DHC meeting and talked about CPA funding, explaining how contributions from town property assessments are matched by state funds. She stressed the importance of CPA funds for reinvesting in the town. Carolyn was asked about the 1990 preservation planning report, which she said was pulled together with help from interns from UMASS. She clarified that there are no historic districts in Deerfield, not even in Old Deerfield. Carolyn talked about new community block opportunities that might allow Deerfield to pursue a center village streetscape project that would dovetail nicely with the DHC's walking tour initiative.

### 4. New Business

- Bernie Kubiak, Town Administrator, and Mark Gilmore, Selectperson, joined the meeting to explain town policy about accepting gifts: (1) The DHC may accept papers, photos, and mementoes; the DHC may send letters of thanks to the donors, copied to the Select Board. (2) Only the Select Board can accept money or real property for the town. Money specified for the DHC can be set up in a gift account for the DHC. (3) If someone gives the DHC an image or document that is rare or of value, that item(s) may be turned over for safe-keeping to the PVMA (as a non-profit) or be put on indefinite loan to the PVMA or to some safe place like Channing Bete, or even a display case in one of the schools where it would be displayed for more Deerfield residents to see.
- Discussion ensued about display space. Mark Gilmore said shadow box displays might be considered between some of the posts in the Town Offices. Whately, he said, has a room set aside for displays which rotate through. Someone asked about funding for such display cases. Bernie suggested working with the Franklin Vocational Tech School. Mark said the woodworking department through the sheriff's office would be another source of labor. The Select board would be responsible for finding funding and for approving changing exhibits that could be advertised in the newspaper and on the new website. Bernie said UV resistant Plexiglas would be expensive but probably best suited for the location since there is considerable traffic.
- Edie asked about climate control for important items. Bernie suggested that DHC investigate the *Light Impressions* website to see archival quality sleeves, containers, etc. that mitigate against the need for a climate controlled environment. He said such companies might send samples.

- We talked about appropriate storage space for town-owned display materials. Two places mentioned were the second floor of the Senior Center where Mark Gilmore said the Boy Scouts met when he was young. The area would, of course, need cleaning and repairs. Another space might be in the town offices if storage space is created where there are now air handlers that should be eliminated.
- Bernie said items dug-up in MA are considered property of the Commonwealth and should be stored at UMASS in a climate-controlled environment. The UMASS Anthropology and Archeology Departments conducted recent digs near Eaglebrook School.
- Bernie said the DHC could thank donors publicly in the Deerfield Annual Report.<sup>2</sup>
- Bernie said the new Deerfield website is almost ready to start up, and it will include a DHC page where we can post thanks and information

5. At 9:10 P.M. Jane made a motion and Henrietta seconded it that the meeting be adjourned. The motion carried by consensus. The Historical Commission will meet next on January 19, 2010 at 6:30 in the Town Offices. We hope our guests for that meeting will include two town residents interested in serving on the DHC.

Respectfully submitted,

Edie Lipp, Clerk  
Deerfield Historical Commission

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<sup>2</sup> Currently the DHC has a picture donated by Helen Petrovic, postcards donated by Jane Trigère, and articles and photos donated by Mary Lou Fortier in honor of her husband Gerald Fortier.