

Deerfield Historical Commission

Minutes
June 12, 2012

Present: Betty Hollingsworth, Henrietta Kocot, Marilyn McArthur, John Nove, Pat Potter, Ken Schoen, and Jane Trigère

Absent:

Guest: Emmet Blanchette, Bernie Kubiak, Mark Gilmore

Agenda

Bernie Kubiak asked to attend our meeting.

Review and accept minutes

Correspondence

Old Business:

3 Projects: contact with public History; hiring process, RFP (old & new)

New Business

Minutes

The minutes of May 8, 2012 were approved.

Correspondence

Scenic By-way meeting notice. John Nove is attending.

Old Business

The order of discussion was changed to accommodate Bernie.

Financial management issues. Bernie wanted to clarify that the DHC has no treasurer, nor bookkeeper. We explained that we understood that, but we needed one member of the DHC to keep track and monitor our fulfillment of the CPC grants and our modest annual budget. Bernie says Janet Swem, the Town account, will send a printout of the DHC funds every two weeks. (Did not note to whom the report is sent.) Bernie will go over the invoices and as contracts get fulfilled. Vendors should submit bills directly to Bernie not the DHC. We have asked Kai in the past to send us copies.

To avoid payment of sales tax, we must get a sales tax form (or other arrangement, such as a credit card) from the town office for all purchases. If committee needs town stationery, we can just take it; paper comes out of DHC budget.

Jane proposes that Betty will go to Janet Swem and get instructions of spending procedures and keeping track of expenditures and CPC payments. Unanimously approved and she will report back.

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Old Grammar School Jane presented a draft "RFP" for the Old Grammar School using three sample proposals received from Bernie as models. The simplest was from Leverett. This was for Bernie to review. This is a request for comparative quotes for assessing the OGS. Bernie will check if he really needs two more bids. Will let us know in two days.

Historic Inventory Marilyn has submitted the revised Inventory application. For a lease and hiring process the Select Board needs to approve. Bernie is the purchasing agent and he can approve. CISA can have an answer in two weeks.

The three projects\ (continued after Bernie leaves)

1. Continued Cemetery work

- Jane and Kai went to 9 cemeteries to mark 1-5 gravestones that need preservation. Jane photographed them. The purpose is so that they are clearly identified in the next RFP. Jane alerted Doug Tierney of the Veterans about the pink flags so that the boy scouts do not remove them when they are adding US flags to the veterans' graves for Memorial Day.
- Cemetery in West Deerfield Howes we need to get the town to resolve right of way. Need to also determine if Lathrop really is the oldest memorial to a military engagement.
- Need to determine who will paint in names on the monument. Allan and Barnard in Mill Village. Civil war monument in Old Deerfield needs to be preserved/will be on next year's proposal. Plans for fund raising re family s buried in graves. Write a proposal for the fence.
- Jane did not yet have a draft for the new 2012 RFP
- Rachel Martin from Public History did not respond. Jane will follow up later.

2. Assessment of Old Grammar School

See above

Betty has 1950s blueprints of the OGS and will give them to Jane to copy.

3. Architectural Inventory

- CISA building room described by Marilyn includes heat \$300
- Max Page at public History UMass has a July appointment with Marilyn in July.
- Hiring researcher?

4. Need to assign a new rep to CPC as Marilyn is considering moving on.

5. Jane read email re old documents from David Bosse. They will be included in the minutes.

6. Mark Gilmore joined the meeting unexpectedly at 6:45. He suggested we simplify responsibilities by assigning sub-committee chairs and getting outsiders to volunteer.

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Marilyn was approved to chair the Inventory sub-committee. Pat is joining that committee. Jane is chairing the Cemetery sub-committee.

Other Public History Information

Shared letter from Jon Olsen at Public History-UMass re web site dev.

New Business

- Jane and Ken donate the 2 architectural guides shown last month.
- Proper storage unit for our growing collection discussed but not resolved. The people at Franklin Tech never responded. Recommended that Jane call the administrative offices instead of the shop.
- Pat and her husband donated file cabinets and closet for the work on historic inventory. They are temporarily stored at Ken and Jane's.
- John Nove will be out of the country and not available at the next meeting.
- Pat Potter announced the end her DHC membership this month. She was thanked for her years of dedicated service. She will continue helping Marilyn and the historic inventory project.

The next meeting will be July 10 2012.

Meeting adjourned at 7:30 pm

Respectfully submitted by Ken Schoen, clerk

Attachment will follow