

**Shutesbury Historical Commission**  
**Minutes – 9/29/21**  
**(approved 11/1/21)**  
*Virtual Meeting*

**Meeting start:** 7:01 p.m.

**Commissioners Present:** Henry Geddes (Chair), Miriam DeFant, Greg Caulton, Mary Lou Conca, Janice Stone, Karen Czerwotka

**Commissioners Absent:** Ezzell Floranina

**Others Present:** Tracy McNaughton

McNaughton introduced herself as a town resident interested in learning more about the Historical Commission.

**Approve Minutes for 7/21/21 Meeting:** DeFant: Motion to approve. Geddes: Second. Roll Call: Caulton: aye; DeFant: aye; Geddes: aye; Conca, aye.

DeFant inquired about missing minutes from Stone. She will look for them and submit as necessary.

**Community Preservation Committee Representation:** DeFant noted that Floranina is not available to attend the next CPA Committee meeting. She suggests that other Commissioners fill in as needed for her. The Commission generally agreed to assist with this. DeFant will attend the next CPA meeting.

**Historical photograph donation from Greenfield Recorder:** DeFant shared that the Greenfield Recorder donated about a dozen photographs to the HC.

**Request for a letter of support for USET effort to preserve Ceremonial Stone Landscapes:**

The United South and Eastern Tribes, a consortium of federally-recognized Tribes, is considering establishing an office to work with municipal governments on CSL preservation.

The HC has been asked to provide a letter of support for this effort. Draft letter was reviewed.

**DeFant moves to approve letter and submit it to USET. Stone: Second. Roll Call: Caulton: aye; Conca: aye. Czerwotka: aye. DeFant: aye. Geddes: aye. Stone: aye.**

**South Brook Conservation Area mapping and ESRI Purchase:** Mapping project discussed to identify and map stone groupings of possible historical significance in the South Brook Conservation Area. There are many possible sites on this tract of town-owned land. The goal would be to conduct a survey of the property, take geo-referenced photographs, and import them into a mapping program so that sites can be protected. Some sites are clearly due to Euroamerican activities, and some may not be. Stone is aware of historical sites in the lower section of the property. The Commission would need to acquire a license for mapping software for this endeavor. Licenses are renewed annually. Other town boards have also expressed interest in acquiring this kind of mapping program, including the ConCom and the Tree Warden. It was agreed that the Historical Commission needs its own ArcGIS license in order to conduct any

mapping projects. The Commission has a policy of keeping data about archaeological and possible Indigenous cultural sites non-public. Sharing a license with other town boards may make it challenging to maintain non-public files of sensitive data. There is currently a CPC project underway that will involve creating new trail maps and improving some trails. It is not known if there are any historical/cultural sites potentially affected by the trails. A private group also has talked about creating mountain biking trails in the tract. DeFant suggests that Commission set goals to accomplish the following: 1. Map stone groupings of known or unknown origin along the existing trails; 2. Map any obviously historical sites such millworks and foundations; 3. Map any stone groupings of unknown origin along the flagging for the proposed mountain biking trail. Project will require organizing volunteers and orienting them to how to identify and document stone groupings. Commissioners agreed that data should remain non-public due to the possibly sensitive nature of sites. Data will have to be reviewed in Executive Session unless it is determined that they are not sensitive. Stone will reach out to a local resident who is knowledgeable about this kind of research to see if they are willing to assist. The Commission agreed to attempt to complete this effort by the end of October if possible. DeFant will reach out to Commissioners about setting up a training and organizing site visits. The Commission discussed purchasing a 1-year license for ESRI ArcGIS online mapping software. This license does not require a dedicated computer hard drive as the data is stored through the ESRI software platform. Continued renewals of this license will be considered at a later date. It was generally agreed that cost-sharing with another board is too complicated at the present time, but it may be considered at some point in the future to store data. A 1-year license will cost \$500. If the Commission decides the license is not useful, any maps or data can be downloaded. It was agreed to split the cost between the Historical Commission's two accounts. DeFant: move to authorize DeFant to purchase an ESRI license for the Commission, the cost of which will be divided between the HC annual budget account and the HC donation account. **Geddes: second. Roll Call: Caulton: aye; Conca: aye. Czerwonka: aye. DeFant: aye. Geddes: aye. Stone: aye.**

**SHRAB Roving Archivist Report:** The report was produced in June. Initial goal is to inventory the HC's collection. Tasks include: 1. Mapping the locations and types of materials; 2. Inventorying the collection; and 3. Evaluating which materials are in need of digitizing. Volunteers will be needed to do this work, probably in groups of 2 or 3 due to space constraints and COVID concerns. DeFant suggested that the HC attempt to set modest goals, perhaps one file cabinet per year. Purchase of archival materials (folders, markers, labels) may be needed. DeFant will organize a Zoom meeting of the working group and post it on the town website. **DeFant: moves that the HC create an Archiving Working Group. Stone: second. Roll Call: Caulton: aye; Conca: aye. Czerwonka: aye. DeFant: aye. Geddes: aye. Stone: aye. DeFant will reach out to Leslie Bracebridge.**

**Unanticipated business:** Stone is still looking for a painter to complete the SHRAB project to repaint the town common memorial markers. The grant money is still available.

Meeting times were discussed. Conca would like to meet earlier. Zoom account availability is limited due to other boards' schedules. The Historical Commission has been able to secure a monthly meeting slot on the 4<sup>th</sup> Thursday of the month at 7 pm. In the past, earlier time slots

were not available on a regular basis. Floranina has a schedule conflict on Wed. nights this fall. No decision was made regarding changes to the schedule.

**Meeting adjourned at 8:11 pm**

**Next Meeting: 10/27/21**

**Documents Used:**

- Agenda
- Draft minutes for 7/21/21
- MHC Letter
- Draft Letter of Support to USET
- Map of South Brook Conservation Area from Conservation Commission
- 2021 Roving Archivist Report of Old Town Hall Historical Commission Collection

***Respectfully submitted by Miriam DeFant, Historical Commission Secretary, 11/15/21***