

**Shutesbury Historical Commission**  
**SHC Collection Archiving Working Group**  
**DRAFT Minutes – 10/27/21**  
**(approved 11/22/21)**  
*Virtual Meeting*

**Meeting start:** 5:36 pm.

**Commissioners Present:** Henry Geddes (Chair), Miriam DeFant, Greg Caulton, Karen Czerwonka, Janice Stone (joined at 5:54 pm)

**Commissioners Absent:** Ezzell Floranina, Mary Lou Conca

**Others:** Leslie Bracebridge

**Approve minutes:** 9/29/21 minutes to be reviewed at 11/1 meeting.

**Distribution of meeting documents:** Geddes advised Czerwonka that a better system needs to be developed to help her get access to printed meeting documents. She was encouraged to contact by phone either the Chair or the Town Clerk for meeting information. Caulton said he would be happy to drop off printed documents at her home as well. Geddes said he would be willing to take care of the printing. Alternatively, she could come to his house and pick it up or pick it up at Town Hall. Caulton and Geddes will coordinate this. DeFant will mail a list of upcoming meeting dates to her.

**CPC Update:** Floranina needs to step down from being the HC's representative on the CPC because she has a schedule conflict. She will send in a resignation. The CPC is meeting on 11/18 and 12/10. It is not known if a project involving inventorying the SHC collection would meet CPC eligibility requirements. Caulton and Bracebridge reported on their initial steps of looking at the storage closet. The SHRAB Roving Archivist is willing to provide ongoing support as part of the SHC's participation in the program. If the HC were to hire a professional to create the inventory, it would need to get competitive bids. Bracebridge offered information about that process. DeFant will investigate other grant opportunities for this project. The HC Archiving Working Group will try to meet again in mid-November. **DeFant moved that the HC endorse Geddes as the CPC representative for the HC. Caulton seconded. Approved by unanimous vote.**

Floranina has a schedule conflict on Wednesdays. The Commission discussed meeting on the 1<sup>st</sup> Monday of the month if it does not conflict with other town boards. Because we have been needing two meetings a month often, we will keep the last Wed of the month also scheduled. The next meeting will be November 22 at 7pm.

**Town Common Sign Repainting:** Stone reported that the mileage board sign on Town Common is in poor condition and requires repainting. She wants to look for potential people to do the painting. This might be eligible for CPC funds. Bob Groves did the repair the last time it was painted. **DeFant moved to authorize Stone to seek quotes for the project. Geddes seconded. Approved by unanimous vote.**

**South Brook Conservation Area mapping:** Stone, Bracebridge, Geddes and Eva Gibavic went out on a site visit to survey for historical properties on the tract. They investigated the flagged course of the proposed mountain biking trail in the section of the property near the lake. Stone saw a number of wetlands crossings. A wetland is close to the trail in one place. They did not see significant stone features in the vicinity of that flagging, but noted that the proposed biking trail crisscrosses a great deal. In one location, they observed the flagging in all directions. The concern is that bikers might not stay on a trail and would damage habitat. Photographs of the property have been given to Eva Gibavic who has volunteered to upload them into ArcGIS. Some stone groupings of possible historical or cultural significance were observed. DeFant reported that she has not yet purchased the HC's license for ArcGIS because she wanted to confirm that she could be reimbursed if she paid for the license. The concern is that she might have to pay the sales tax unless ESRI will exempt her. DeFant will investigate if it would be easier to do the purchase directly or by purchase order. Once the subscription is acquired, it can be set up with the HC email account as the administrator. **DeFant moved that the HC should authorize DeFant to pay for the ESRI license if necessary and submit documentation for reimbursement out of HC accounts. Geddes seconded. Approved by unanimous vote.**

DeFant reported that she received an email from Conca requesting that she hold off on purchasing the license for several reasons. Caulton noted that Conca was not present to review her concerns, so it was not possible to discuss this. Bracebridge suggested that the HC could vote to reaffirm the expenditure. **Geddes moved to reaffirm the previous vote to purchase a 1-year ESRI ArcGIS Online license for \$500/year. Stone seconded. Approved by unanimous vote.**

**Missing minutes:** DeFant cannot locate several drafts of minutes from 2020 and 2021. Stone will look to see if she has them. DeFant will begin working on a draft of the Annual Report once the minutes are located.

**Open Space Action Plan:** The Open Space Committee is revising the town Open Space Plan. DeFant shared a draft list of potential action items that the Commission could review and possibly endorse. **DeFant moved that the HC should approve the list of action items for inclusion in the Open Space Plan including the following:**

- Enact a Scenic Byways Bylaw, including designating scenic roads in Shutesbury and providing for protection of stone walls and historic trees (Per MGL c. 40, § 15C). (Joint effort of HC, PB, and ConCom).
- Conduct a local Heritage Landscape Inventory. Identify important landscapes and vistas in town and create a list of possible methods to protect these areas with SHC, SCC, SB, OSC, PB, etc. Areas of a landscape inventory that the Historical Commission is interested in include: stone walls, cellar holes, mill works, historic trees, stone structures of either Euroamerican or Indigenous origin, historically-significant vistas.
- Update inventory of historically significant structures and properties in Shutesbury. (CPC)
- Submit application to National Register of Historic Places (NRHP) for Historic Districts in Shutesbury. (CPC)
- Familiarize all appropriate town committees, boards, property owners about efforts to protect and preserve historically significant Indigenous and Euroamerican cultural resources in Shutesbury. Ensure that town-owned resources are handled in a manner that is sensitive to and respectful of the need to preserve these cultural resources.

**Geddes seconded the motion. Approved by unanimous vote.**

**Geddes moved to adjourn. Czerwonka seconded. Approved by unanimous vote.**

Meeting adjourned at 6:35 pm.

Documents Used:

- Draft Open Space Action Plan

*Respectfully submitted by Miriam DeFant, Secretary, 11/22/21*