

Shutesbury Historical Commission
Minutes – 1/26/22
(approved 3/7/22)
Virtual Meeting

Meeting start:7:05 pm

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

Commissioners Absent: Ezzell Florianina

Others Present: Leslie Bracebridge

Approved 12/06/21 Minutes:

Conca requested minor wording edits for clarity to the sections of the minutes referring to comments made by her in the meeting. Edits made. **Geddes moved to approve; Conca seconded. Approved 4/0 by roll call vote by Caulton, DeFant, Geddes, and Conca. Stone abstained due to not having time to review the minutes.**

CPA Proposal to Repair Old Guideboard on Town Common: DeFant screenshared a PowerPoint presentation with photographs of the Guideboard and a summary of the issues. CPC Determination of Eligibility was submitted in December and approved by the CPC as being eligible. Final approval of the proposal is contingent upon submission of a full application in February and then eventual approval by the CPC and Town Meeting. CPC is looking for a more detailed Scope of Work and budget. They want the qualifications of the contractor, but don't need a final contract for the initial application. Contract can be secured after project is approved at Town Meeting. Select Board will review the project on 2/1/22. DeFant is researching potential contractors by reaching out to various preservation groups. She has begun some initial conversations with potential contractors but needs measurements. Geddes is going to send the measurements. DeFant has also spoken with Bob Groves who did work on it some years ago. DeFant: the Guideboard is in poor condition; doesn't appear to have been extensively restored when last work was completed; there are nail holes that have not been sealed; patching that was painted over but not sanded down; unsealed cracks, etc. May be deteriorating quickly due to areas of cracks, holes, etc. Has lead paint and a lead flashing cap, so whole structure is contaminated with lead and may require special handling. Structure has been altered multiple times over the years. Commission needs to decide on priorities. One preservationist suggested putting the Guideboard in a museum and creating a new replica. There is a tradeoff between maintaining authenticity and restoring with modern materials to make it more durable, might have to redo the lettering. DeFant thinks any repairs should be good enough to last at least 15 years. DeFant outlined a potential process for steps involved in the project from assessment to completion. She is awaiting feedback from some potential vendors. There may be other grant sources worth exploring. The Friends of the SHC may be willing to make a donation and is supportive of the project. DeFant asked the SHC to approve going forward with the full CPC application due in February. Stone: what kind of specialists are needed? DeFant: preservation carpenter; metal fabricator; sign painter to do hand lettering. Stone: any information from MHC about this kind of structure? DeFant: no information provided; SHC received a letter from MHC that their approval is not required for the project unless there is state or federal funding. Conca:

important to her to see town residents who are expert in the field doing the work such as Bob Groves. DeFant: he is volunteering to provide a quote on the project; Rita Farrell on the CPC asked that the SHC look for professionals with significant expertise. Conca: want to say how important it is to go with Shutesbury people; Groves lives in a house that is an historical replica; she vouches for his expertise; likes the idea of the copper top for the structure. DeFant: can speak with Groves to revise his proposal which was limited in scope; feels that just adding new paint won't be adequate. DeFant: there is a difference between restoring antiques and building new structures to replicate antiques. Geddes: it is premature to be advocating for any one vendor; can the SHC do an assessment of the structure? DeFant: not eligible for CPA funds. Geddes: seems essential. Conca: could the structure be put in Old Town Hall as a museum exhibit and then reconstruct a replica for the Common? Caulton: could this project be postponed for a year to gather more information? DeFant: the SHC could seek additional funding; thinks the project will require at least \$10,000; Groves suggested the project could be done for \$3,000 but it is unclear what that quote would cover; the SHC needs to review a formal bid. Geddes: do you need help with the outreach to vendors? DeFant: not at this time. Stone: would be good to get feedback from specialists about how much work is needed to preserve it. DeFant hopes to have a final application draft for the SHC to review before the 2/10 submission deadline.

Top is not original; base was added in last restoration by Bob Groves. Conca: did DeFant present these details to the CPC? DeFant: no, there was not sufficient time for that with the Determination of Eligibility process; the details would be shared later; photos were included in the application.

Archiving and Digitization of SHC Collection in Old Town Hall: DeFant shared a draft application to the SHRAB Institutional Regrant Program for a small grant for archiving supplies. The budget was developed in consultation with Leslie Bracebridge. DeFant seeking approval of application. Conca: is the grant for the actual materials or for the money to purchase the materials? DeFant: the grant is for the funds. Conca: who will purchase the items? DeFant: I assumed I would do that; knows how to submit payment requests through Town Hall; would probably purchase and then seek reimbursement. **Caulton moved to approve the SHRAB Institutional Regrant Application as written; DeFant seconded;** Stone: it requires a 25% grant; could take from operating expenses but also from volunteer labor match; can apply up to 5.2 hours of volunteer labor; may not be worth it for such a small amount. DeFant: the SHC has not spent its FY budget. Czerwonka asked for an explanation of the proposal and was given one. **Approved by roll call vote, 6/0.**

South Brook Conservation Area Mapping: DeFant: the SCC has a new ESRI ArcGIS map of the existing hiking trails in the area. ArcGIS is a digital mapping software program that allows photographs to be uploaded as data points. DeFant has a data set of photographs of stone groupings that were donated to her personally. DeFant is in process of mapping the photographs into so that SHC can review how stone groupings relate to the trail system. Once complete, DeFant can share the map in an Executive Session but not publicly due to the sensitive nature of the data. Conca: who donated the photos? What are shapefiles? Are there mountain bike trails in there? DeFant: hiking trails, motor vehicles are not supposed to be on the trails. DeFant received photographs from Stone and Eva Gibavic. Shapefiles are digital files used by the ArcGIS

program. DeFant: this kind of mapping platform is a useful tool for the SHC to document resources in town such as stone walls, etc.

Membership: Commissioner Ezzell Floranina emailed the Commission today to resign due to scheduling issues. DeFant: she could take a leave of absence or write to the Select Board if she wishes to resign. Geddes will follow-up with Floranina. Tracy McNaughton had expressed some interest in the Commission a few months ago. Su Hoyle is another resident who has shown an interest in Indigenous stone groupings. DeFant will reach out to these individuals to see if they are interested.

Town Website: DeFant: the town history section of the website needs to be re-done. DeFant has a draft from last year that was not used for the Open Space Plan. DeFant would like to revise it and submit to the Commission for approval for the website. The draft from 2021 was circulated to the Commission.

Geddes moved to adjourn; Caulton seconded; approved unanimously by roll call vote, 6/0.

Meeting adjourned at 8:39 p.m.

Documents Used:

- Agenda
- Draft minutes 12/6/21
- Photos of guideboard on Town Common
- Draft SHRAB Institutional Regrant Application
- 1/26/22 resignation letter from Ezzell Floranina
- Draft history section for Open Space and Recreation Plan, January 2021

Respectfully submitted by Miriam DeFant, Secretary, 3/8/22