**Sturbridge Historical Commission November 28, 2017 Minutes**

Attendance: Barbara Search, Chair; Cathy Zavistoski, Secretary, Bailey Applegate

Absent: Richard Volpe, Vice Chair

Call to Order: 6:10 p.m.

Review 9/19/17 minutes

* Update Pricilla with last name Gimas
* Update R Volpe title to Vice Chair

Review 10/3/17 minutes

* Update R Volpe title to Vice Chair

B Applegate – move to approved updated minutes

C Zavistoski – 2nd

All approve

2019 Budget request

B Search – commission has been getting:

$300 purchase services (ex. conference fees)

$200 supplies

$100 other (travel – ex. Gas for travel to conf)

B Search - Recommend requesting:

$600 purchase services

$200 supplies

$200 other

B Search – plaques for award program can come out of Betterment budget

B Applegate – if we use professional posters will need approximately $50 per poster

C Zavistoski – what is the cost of legal notices?

B Search – used about $125 from purchase services in 2017. That was legal notices, including those for grants. However, not expecting any grants in 2018.

C Zavistoski – what do conference fees run?

B Search – Can be $10-$20. Unlikely to attend conferences over $50. Hard to estimate how many conferences will go to and how many commission members will attend.

B Applegate – should request $1,000 for purchase services

B Search – need to be able to justify ask

C Zavistoski – should be based on how much was spend in 2017 and any additional spend expected (if any)

B Search – spend about $400 plus $125-$175 on legal notices. Would be hard to justify more than 1 poster.

B Search – need to look into using social media to increase awareness of Historic Commission

C Zavistoski – depends on demographics, some people do not use social media. Someone had mentioned Facebook before. Consider using that.

B Search – should present awards at Selectmen meeting so do not need to post notices separately

B Applegate – if do separately only people who would show up were award winners

B Search – move to approve budget request of:
$800 for purchase services

$200 supplies

$200 other

B Applegate – should request $1,000 for purchase services. R Volpe suggested asking for more upfront as it is easier than asking for more later

B Search – need to justify spend request

B Applegate – should take last year’s spend and add additional $

B Search – Board of Selectmen can be tough. If ask for too much might only get approved for last year’s budget

C Zavistoski – need to justify ask based on what was spent and any additional spend expected like getting more info out about commission & the ways the commission can help the community (town)

C Zavistoski – 2nd motion to approve budget request

All approved

B Search – review R Volpe’s Betterment Proposal for awards/plaques. Asking for $1,000. Not sure when the meeting is. Budgets are due by Dec 15th. Will email R Volpe to find out date of meeting.

B Search – move to approve R Volpe’s proposal (not to exceed $1,000) to be submitted to Betterment Committee.

B Applegate – 2nd

All approved

B Search – Will talk to R Volpe about proposed awards qualifications, process and what to do if no-one submits anything. How evaluate submissions?

B Search – re: survey from Pioneer Planning Commission – end of year deadline – about ½ done

C Zavistoski – is there anyone we can check in with?

B Search – They have only 2 people working on surveys right now. Mass Historical is watching process too. Will ask what happens if not submitted on time.

B Search – note that the Minuteman frieze has been hung

B Search – received letter from Penny Dumas of the Community Preservation Committee (\*letter read out loud\*)

B Search – would like to get some signage up (like on the Common or at Town Hall). Brimfield Sign did many of those already in Sturbridge, however, have been unable to find contact info. Would like to ask for funding to do that. Working to put (XXXXX) school on National Register, but will have to hire historian to research & do deep analysis. Estimate cost $5,000-10,000. May not do that this year. Need to focus on awards & preservation plan (est to cost $30K per Chris Kelly)

B Search – for preservation plan - use survey and what we want to do regarding preservation (ex. Leon Gaumond talked about using funds within CPC for people to use to renovate or update historic buildings)

B Search – continue discussions regarding town owned archives. Look for a grant for approx. $1,000 to cover supplies (boxes, folders, acid free paper etc). Need someone to do it. Perhaps look for college intern.

B Applegate – look at Student Loan Betterment Act – allows those will college loans to work for a certain period of time to get some student loan “forgiveness”. Federal government funded. Individual needs to work for government agency or non-profit

B Search – need to look into storm windows for Town Hall. Not necessarily all windows will be done. Keep an eye on possibly providing guidance on selection.

S Search – need to do election of officers at the beginning of the year

B Search – motion to adjourn

C Zavistoski – 2nd

All approve

Adjourned 7:25pm

Respectfully Submitted,

Cathy Zavistoski, Historical Commission