

SUDBURY HISTORICAL COMMISSION MEETING

Tuesday, July 17th, 2018

Those Present: Barbara Bahlkow, Chris Hagger, Bill Johnson, Jan Costa, Lyn MacLean, Fred Bautze,
Absent: Diana Warren, Guests: Liz Radoski, Diana Cebra

The first order of business was to review individual goals for the remainder of 2018. Chris recapped that his goals included getting a discussion going among Town Manager, Conservation Commission, SHC and the Wayside Inn regarding the future of the Carding Mill to ensure its preservation. Another goal is to attract potential candidates to join the SHC with strong preservation experience and/or training to assist with the backlog of preservation related SHC responsibilities. Chris also recapped from the last meeting that Diana Warren's goals were to develop a list of Town owned historic structures so the SHC could determine priorities for preservation efforts. Diana had also volunteered to review the Town's Demolition Delay Bylaw with recommendations for potential changes. Lyn's goals included restoration of Hosmer House paintings, Haynes Garrison fence installation oversight, Oversight of Training Field mowing and installation of the Hearse House Plaque. Bill's goals will be to monitor exterior renovations of Town Hall if this occurs in 2018, oversight of the Garden Trestle restoration and continue Barbara's development of the HH Security and Disaster Plan (Barbara provided Bill with additional information including a contact at the Concord MA Museum). Jan will continue to provide financials for the SHC in her role as treasurer, continue to provide direction on the expense report submission process, manage the SHC HH Open House Policy & Procedures manual, organizing the HH Open House decorators and work with the docents on the HH educational component. Fred asked for additional time to develop his goals for the remainder of 2018. It was discussed that these goals will help shape the contents of the SHC Annual Report for 2018.

Discussion was held on the draft posting for a new SHC member. It was unanimously agreed that the draft posting with the following changes be adopted: add "including Hosmer House Museum activities" after the words "all aspects of historic buildings" in the first sentence and changing "1950" to "1940" in the first paragraph. Chris will send the posting to Mark for our website and the Town Clerk's office. There was discussion on the contents of the SHC website. It was agreed that the sentence in the second paragraph which starts "The Commission manages building use,...." be deleted. It was also agreed that a statement describing the Commission's responsibilities related to the Demolition Delay Bylaw be added. Chris will communicate with Mark to ask for him to make these changes to the SHC website. Fred offered to review the SHC website and to lead a discussion at the next meeting regarding any further changes.

Chris reviewed the request to Town Manager for an opinion on whether she can appoint alternate members to the SHC. It has been referred to the Town Counsel for an opinion.

SHC members discussed the success of the July 4th Open House. The fundraiser raised \$400 and 160 guests visited the Hosmer House.

Jan reviewed the plans for the Holiday HH Open House. All of last year's non-profit organizations are returning to decorate rooms in HH. There is a decorator's planning meeting scheduled for late September. Jan is working on docent training materials and will send out a detailed list of instructions for the Holiday Open House.

There was a very spirited and lengthy discussion about Hosmer House sustainability in light of experiences other house museums are facing with declining attendance, fewer docent volunteers and in some cases closure of house museums. It was recognized that the current makeup of the SHC does not have any house museum professionals. Suggestions discussed included new ways to engage the community and schools, hiring a PT HH Director, new branding/advertising of HH, and collaborating with other area House Museums and the new Sudbury History center. Challenges faced by HH include very limited parking and some handicap accessibility questions. Jan and Chris will lead future SHC discussions on this topic.

There was discussion to confirm the two buildings that the Town Planner had offered to prepare building inventory forms for. There was agreement that 92 Butler Road was the first priority. There was discussion to confirm whether 21 Crystal Lake Road or 70 Butler Road would be the second priority. It was agreed that 70 Butler Road would be the second priority due to its documented age of prior to 1940 and less extensive renovations than 21 Crystal Lake Road. This is in line with a decision made by the SHC in a prior monthly meeting.

Chris update the SHC that he is still trying to get all parties together (SHC, Town Manager, Conservation Commission and the Wayside Inn) to discuss preservation options for the Carding Mill.

Chris reviewed the discussion that occurred at the last SHC meeting regarding the proposed changes to the Town Centre. Chris was asked to follow up with the Town Manager to ensure she received the information from the SHC on its stance towards the proposed changes.

Lyn led a discussion regarding handicap access to the HH using a ramp for public meetings. Some members expressed support for holding SHC public meetings at HH rather than at the Flynn building. There seems to be a lack of explicit written guidance at the local or state level on this topic. Lyn and Chris will arrange to further discuss this with the Town Manager.

There was a discussion regarding SHC preparations for participation in the September 29th Minuteman Fair at the Wayside Inn.

It was confirmed that the SHC Database support staff person is under contract with the Town through July 1, 2019. It was agreed that Chris and Fred would meet with the staff person to review the support needed by the SHC as well as her use of the new laptop computer.

Lyn led a discussion of the excess SHC Pairpoint Cup Plates. Those excess cup plates which may have lead in them will need to be properly disposed. Lyn will discuss with the appropriate Town official. Other excess cup plates could be taken to the Pairpoint Museum on Cape Cod to see if they could sell them with some proceeds going to the SHC HH fund.

The SHC voted 6-0 to approve the June 19th, 2018 meeting minutes with a change proposed by Jan regarding her 2018 goals.

Jan reviewed in detail the expense reports that SHC members will need to fill out for expenses related to HH or the SHC. Original receipts need to be paper clipped to each expense report and will need the Chair's signature and Jan's review. It was agreed that Chris and Jan would meet with Town finance officials to review the SHC expense report approval process and how the SHC uses each of its two funds – the Hosmer House Fund and the General Fund. Travel Reimbursement process to be discussed at a future SHC meeting.

The SHC Treasurer's and Fundraiser's reports were briefly discussed.

Under topics not reasonably anticipated, Lyn indicated that the recent Haynes Garrison sign installation would need some modifications and she would follow up on it. She also stated that she alerted a neighbor to HH that one of their trees needed attention so it would not fall onto HH property. It was agreed that the SHC would give the Eagle Scout a Sudbury blanket in recognition of his contribution to the revolutionary war kiosk.

List of documents and other exhibits used at meeting: SHC Treasurer's Report and Expense Report guidance.