



# HISTORICAL COMMISSION

## Town of Chilmark

### MEETING NOTES - APPROVED

#### July 17, 2023 (HYBRID)

Present for the Historical Commission and attending the meeting were Barbara Armstrong - Chair, John Flender (on Zoom), James (Jim) Malkin and Alison Kisselgof – Administrator. Patty Egan was also in present.

Jane Slater and Lenny Jason were not in attendance.

The meeting came to order at 3:02 PM.

**REQUEST FOR POLICE STATION FENCING & SIGNAGE:** Facilities Manager Patty Egan attended today's meeting to ask the Commission about some maintenance at the Police Station, which is a historic building. Patty said that visitors to the Police Station are unaware that the double doors at the front of the building are not an entrance. She would like to add signage to the building to direct people to use the correct door as well as a sign to indicate where to park. Patty would also like to repair a dilapidated fence outside and remove the unsafe jungle gym outside.

The members were unsure how much purview the Commission had over maintenance of the Police Station apart from building alterations but decided it would be worth discussing. The members did not see any issue with fence repairs or signage appropriate for use of the building. It was agreed that the jungle gym should be removed if it is unsafe. Patty asked if the Commission wanted to review the signage or fencing prior to installation. A motion was made that the Chair review and approve the signage lettering and placement and the design of the fencing. The motion was seconded and passed unanimously.

**NEW MEMBER DISCUSSION:** Katie Carroll volunteered to join the Historical Commission but could not attend this meeting. Alison said that she would make sure to invite Katie to the next meeting so could audit it before requesting appointment from the Select Board.

Barbara said that she would still like to keep an eye out for other new members. There was a discussion about advertising for new members. A request for membership had been included in the newspapers' town columns but no paid advertising had been done. Alison said that she could ask that the town columns include the request again since it was only done for one week.

John asked if there was still an opening on the Commission. Barbara said Katie would fill the open position but that she wanted to continue to look for new members in case there was another opening. There was a brief discussion about Lenny and whether he would continue as a Commission member. It was mentioned that Jim would be talking to Lenny soon and would ask him about his membership plans.

**ARCHIVAL ASSISTANT FOLLOW-UP:** Barbara recounted the previous meeting discussion about hiring an intern to help with the historical inventory. Unfortunately no candidate has been identified who could take the position. In the absence of external assistance, Barbara said that she has started a spreadsheet of items in Excel which included pictures. She mentioned that she could find no materials to use for identification and storage and wondered if an order should be placed. Barbara felt items should be tagged before placement in Town buildings. She made a list of archival items that she would like to purchase and asked if there was money in the budget to do so. Alison confirmed that there were funds in the budget. Alison also mentioned that there were some archival boxes in her office and a box of frames that were identified as belonging to the Historical Commission that could be used.



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Barbara said that she found a number of newspaper articles in the file cabinet that she didn't think needed to be preserved since the information was most likely available online. Alison offered that these papers could be made into digital files.

**APPROVAL OF MEETING MINUTES:** Since Jane was not present, the 12/5/22 minutes could not be approved at this meeting. Alison confirmed that the three members present at this meeting were also present at the 5/15/23 meeting. A motion was made to approve the minutes of 5/15/23 as presented. The motion was seconded and passed unanimously.

**UNANTICIPATED TOPICS:** Alison asked about the scheduling of the next meeting – would members want to meet in August? It was decided that the next meeting would be in September – since the first Monday of September is Labor Day, the meeting was tentatively scheduled for September 11<sup>th</sup>.

**DOCUMENTS:**

12/5/22 and 5/15/23 Draft Minutes

Police Station pictures from Patty Egan

**NEXT POSSIBLE MEETING:** TBD

With no further business to conduct the meeting adjourned at 3:19 PM.

Respectfully submitted by Alison Kisselgof, Board Administrator.