

**Kingston Historical Museum Committee
Minutes of the Meeting held on August 1, 2023**

Members present: Ruth Albert, Kathy Clark Chase, Jef Flanders-McDougall, Christine Hume

Friends present: Lesley Hume, Walt Roy

Select Board member present: Glenn Coppelman

Ruth called the meeting to order at 5:50pm.

Meeting Items:

1. President's Report:

The July 18th and 25th meetings were cancelled due to lack of a quorum.

The 2023 Year to Date Budget/Actuals and Details – The museum committee has yet to receive a 2023 year to date budget summary from the town finance department. Ruth and/or Jef will contact the department's director by the end of the week regarding a plan for periodic budget summary updates. Presently, the budget item that is problematic is archivist/curator/transcriptionist. The remaining amount in the line is earmarked for the archivist. The transcriptionist wasn't able to complete the 2022 scheduled work due to changes in her work commitments and the amount budgeted to pay her wasn't encumbered. As a result, the remaining transcriptionist tasks are on hold.

The 2024 Budget Proposal - The archivist/curator/transcriptionist line item will have an increase of \$3,185.00 to meet the backload of transcriptionist tasks. Other considerations include adding a line item for police/fire/ public works department fees. Members will continue to think about the 2024 proposal.

2. Secretary's Report:

June 6, 2023 minutes with corrections – Jef motioned to accept the minutes as corrected and Christine seconded it.

3. Grace Daley Barn:

Glenn stated that he has written the minutes from the July 18th meeting about the Grace Daley Barn work plan. He sent a copy to Lesley who in turn will send a copy to committee members and Friends members. Committee members and Friends present expressed concern that the workmen are not professional restorationists. Glenn stated that a professional consultant was hired and his work is done. He also pointed out that Ernie Landry of the Heritage Commission is a resource; his role is to make sure the restoration requirements as stipulated by The Department of the Interior are met. Other concerns centered on the barn's ell and roof. The ell will be disconnected from the barn as restoration takes place. The concern is that it not be

permanently removed as it is a vital piece of infrastructure for the museum's exhibits. The roof will be the last repair and may not be completed by winter. Although the roof may be weather tight, Walt stated that moving the carriages back into the barn will not be a secure move if the restoration is incomplete. The question becomes where will the carriages be stored during the winter. They are presently being stored in Dan Doyle's barn; however, Dan will need to store his own vehicle(s) in the barn during the winter and the carriages will have to be removed. Glenn stated that there will be another meeting in the future to discuss the restoration work plan.

4. Glenn Coppelman – Select Board Update:

Ruth asked Glenn when the new furnace will be installed and the electrical work completed. She said the select board had said that it would be installed in July; it is now August and it hasn't been installed. Kathy asked why the museum committee hasn't been given an update. Glenn pointed out that the Town of Kingston just signed a contract with the HVAC company Dowling. They are presently assessing the maintenance work to be done in all of the town buildings including the Nichols Memorial Library. Maintenance is the priority at this time, he said. However, he is sending a message to the public works director asking for an update on the furnace installation.

Lesley asked Glenn if the museum maintenance costs should be included in the museum budget. A concern is that if the costs are in the public works department budget, then the public works director may make the decision on how to meet the costs: how much heating oil is to be used, for example. Glenn said that this is an issue to be brought up with the select board. She also stated that the museum is having difficulty receiving voice messages. Glenn questioned whether the phone system has been placed on the town system. Lesley stated that she will call Block 5 to find out if it's on the system; if it's not, then it will be another issue to be brought up with the select board.

5. Friends Update:

Lesley reported that Block Five technicians replaced the memory component on the main computer and that all computers are working well.

Heritage Day, August 5th - The set up for Heritage Day flea market and car show on The Plains is this Thursday, August 3rd at 7:00am.

Presently, over forty (40) spaces are rented for the flea market, at \$25.00 - \$35.00 a space. In addition, there are three (3) food trucks: two pay \$175.00 each and one is giving 20% of its proceeds to The Friends. The car show is being organized by Heidi Corson. Car owners pay \$5.00 to participate. There is no charge for visitors.

6. Old Business:

1. Event Banner – tabled
2. Five Year Strategic Plan-
 - a. Mission statement – Kathy pointed out that the mission statement is Article 2 of the By-Laws and has been reviewed.
 - b. By-Laws- Lesley has completed the final edit related to legal terms on Article 10. Jef motioned to accept the By-Laws as amended. Ruth seconded it

The By-Laws of the Kingston Historical Museum are amended on August 1, 2023, fifty-two (52) years after the first By-Laws were adopted on August 1, 1971.

- c. Procedures- Kathy suggested that the museum committee hold a special meeting on Wednesday, September 6th at 12:15pm to begin to create a policy and procedures manual. All present agreed.

7. New Business:

Jef expressed a concern that the museum doesn't have a trash container. Glenn suggested that this issue be brought up at a select board meeting.

8. Public Comment:

No public comment

Meeting adjourned at 8:00pm

Respectfully submitted,
Kathy Clark Chase