**Kingston Historical Museum Committee**

**Minutes of the Meeting held on June 6, 2023**

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

**Friends present:** Jane Christie (via phone), Dan Doyle, Chuck Geary, Lesley Hume, Walt Roy, Steve Sousa

**Select Board member present:** Glenn Coppelman

Ruth called the meeting to order at 5:30pm.

**Meeting Items:**

1. **President’s Report:**
2. Board of Selectmen Meeting, June 5th-

Several members of the Friends and the town committee of the Kingston Historical Museum attended the Monday night meeting in which town department directors presented their concerns/requirements regarding the planned Friends fundraising events on The Plains including the August 5th Heritage Day and the October Craft Fair. Museum committee members and Friends reviewed what transpired at the meeting: The main takeaway was that the Board of Selectmen was supportive of the planned Heritage Day.

The review:

At the Select Board meeting, Police Chief Joel Johnson stated, in reference to Heritage Day, “Let’s see how it goes.” He stated that there would be one police officer on patrol and if there is a beer tent, or alcohol present, then there would be an additional officer in supervision. He agreed that volunteer Dan Doyle, who is trained in security, could supervise parking at the state park. The detail is 9:00am - 3:00pm at $50.00 per officer with a $16.00 administrative fee. The cruiser fee is waived. He stated that the rate may go up in October. Fire Chief Graham Pellerin stated that two EMTs will be on duty at the fire station; he will send an email to Lesley with the details. Public Works Director Phil Coombs expressed concern about over use and landscape/turf management of The Plains. He had no details at the time but stated that there may be a fee for setting and taking down barricades. Dan Doyle asked the Select Board if the town had a turf management plan. Board member Chris Bagshaw replied that it didn’t. Dan said that he could help the town develop one as he had done the same for the Sanborn Regional School District.

In reference to the above, Lesley said that the final costs are unknown. The event(s) may be cost prohibitive. In that case, the August event will be cancelled and the venue for the October event will be reevaluated. She also suggested that there be a petition to the Select Board requesting that there be no department fees for town events. Dan said that departments could get an increase in their budget for events like these. Dan also suggested that the above three department directors have event safety meetings to discuss event requirements, and then in turn, meet with event sponsors/organizations. They should also write an evacuation plan that could vary from event to event. Chuck stated that, in addition, the team should develop a standard operation procedure (SOP).

1. 2023 Year to date Budget/Actuals and Details – Tabled until the next meeting as the actual budget wasn’t available at the time of this meeting.
2. Re-Schedule July meeting date due to July 4th holiday – Kathy reminded the committee that the July meeting is July 18th and it has been posted as public notice.
3. **Secretary’s Report:**

April 4, 2023 minutes (with noted corrections)- Ruth motioned to accept the minutes and Christine seconded it.

May 2, 2023 minutes – Jef motioned to accept the minutes and Ruth seconded it.

1. **Glenn Coppelman** – **Select Board Update**:

Glenn said that he had spoken to Public Works Director Phil Coombs about the anticipated timing for the completion of the Grace Daley Barn restoration and the Nichols Memorial Library furnace. There were no details at this time.

1. **Friends Update**:

Lesley said that the Saturday Nichols Memorial Library 125th Anniversary event would take place indoors because of anticipated foul weather. The National Register plaque is ready to be installed and will be unveiled at the event. The time capsule burial is postponed. The set up for the 1:00pm event is at 11:00am. The 45minute program includes speakers: Select Board member Glenn Coppelman, Museum Committee President Ruth Albert, and Heritage Commission Chair Ernie Landry. Lesley, as president of the Friends, is the Master of Ceremonies. Ernie will recognize the sponsors, the donors and the town for their contribution to the restoration of the stained-glass windows. Sally Stevens will do a slideshow presentation about the stained-glass printer marks, and Jef Flanders-McDougall and Lesley will explain the significance of the time capsule. Heidi Corson will provide flower plantings and Walt Roy will take photographs of the occasion. Approximately fifty (50) people are expected to attend the event.

1. **Old Business:**
2. Event banner – Jef reported that she found a 6foot fabric throw, 4 sided for $225.00.

A smaller version is $115.00. The Friends will decide on the purchase and make a 50% deposit.

1. Strategic Five-Year Plan – Kathy reviewed the April 19th special meeting in which committee members and Friends agreed that the priorities for the 2023-2024 year is having or continuing round table discussions with the following organizations: the school district; the Scouts; the Recreation Commission; and the Kingston Community Library. The immediate plan is to meet with Paul Butler of the Recreation Commission. Jef will reach out to Paul to secure a meeting date.
	1. Mission- Kathy reminded the committee that the mission statement is in the By-Laws and has been agreed upon.
	2. By-Laws- The By-Laws have been revised. Lesley is going to tweak the wording in Article 11 and send it out to all committee members for review and final approval at a future meeting.
	3. Procedures – Kathy suggested that the committee and Friends have a special meeting to write a procedural/policy manual - date to be determined.
2. **New Business:**

Jef suggested two ideas: (1) an online fundraiser in which customers place an order with Michigan Bulbs; Friends can earn 50% based on the profit made by Michigan Bulbs from the sale.; (2) the museum participate in the December 16th Reach Across America. She will contact Jim Voss, a member of the Kingston Veteran’s Club, regarding the event. The museum, in coordination with the club, would place wreaths on veteran’s graves in the Plains Cemetery.

Lesley suggested that the committee members and Friends volunteer to help in town events sponsored by other organizations, and in turn, begin to recruit volunteers for our own events.

1. **Public Comment:** None

Meeting adjourned at 7:10pm.

Respectfully submitted,

Kathy Clark Chase