

**SWAMPSCOTT HISTORICAL COMMISSION**

**MEETING MINUTES**

**MEETING LOCATION:** Virtual Meeting  
Thursday, August 4, 2022  
6:30 pm

<b><u>MEMBERS PRESENT:</u></b>	Kim Barry, Brad Graham, Jonathan Leamon, Justina Oliver, Nancy Schultz, Richard Smith
<b><u>MEMBERS ABSENT:</u></b>	Ryan Judkins, Jean Reardon
<b><u>OTHERS PRESENT:</u></b>	Ethan Runstadler (Swampscott's FT Assistant Cable TV Coordinator)
<b><u>1. MEETING CALLED TO ORDER:</u></b>	N. Schultz called the meeting to order at 6:35 pm.
<b><u>2. APPROVAL OF MINUTES OF JULY 7, 2022</u></b>	B. Graham moved to approve the July 7, 2022 minutes as amended; J. Oliver seconded.
<b><u>3. TREASURER'S REPORT – R. JUDKINS</u></b>	<p>Discussion of budget was deferred in Mr. Judkins' absence. Here are the updated numbers provided by Mr. Judkins in advance of the meeting.</p> <p>FY22 summary: Original budget: \$4,038 Transfers from FY21 items on order: \$2,755 Revised FY22 budget: \$6,793 FY22 Final expense: \$6,279.03 Unspent Balance: \$317.95 (slightly higher than reported last month) Percent used: 97.1% FY23 Budget: \$4,000 Percent used to date: 0%</p> <p>Revolving fund is in addition to this and is not impacted by FY.</p>

<p><u><b>OLD BUSINESS</b></u></p>	
<p><u><b>4. PRESERVATION BYLAW APPLICATION UPDATES</b></u></p> <p>a. Updates on Stanley School Archiving – J. Leamon</p>	<p>N. Schultz, Jackson Schultz, J. Leamon, J. Oliver, M. Kasper, John Picariello and several Lynn Item reporters met at Stanley School on July 28, 2022. An article appeared in the Lynn Item July 29, 2022.</p> <p>We were disturbed to find that more items had been removed since the last visit a month ago. Indeed, we learned on this visit that the “Stanley School walkthrough” that had taken place after school ended resulted in removal of many items, including some that we had planned to repurpose and archive. Apparently, the looting became serious enough that Swampscott Police had to be called.</p> <p>Fortunately, Mr. Picariello accompanied us on July 28 with tools which enabled us to rescue what was left of the Room 8 closet, another closet and miscellaneous coat hooks that will enable us to reconstruct an historic “cloak room” which will be both useful and interesting, subject to the architect’s ability to “work this in.” Much of the original brass hardware had been hastily removed previously and screws were left on the shelves above the closet poles. We plan to return to secure the rest of our list of items. Mr. Kasper has arranged for the contractor to assist us as well with items such as the telephone booth, a clock, heater/blower manufacturer’s plate and the two pendant light fixtures in the auditorium that are original from 1929.</p> <p>Apparently, a similar situation was experienced upon the closure of Machon School. This is untenable. The Stanley School principal has graciously agreed to reach out and help us <b>recover an original oil painting of Stanley School that we photographed in March and had planned to archive, display and/or rehang in another place. It is also missing. Our plan is to ask for its return with no questions asked.</b></p>

<p>b. Update on 35 Pitman Rd. – J. Oliver</p>	<p>Mr. Runstadler is willing to interview people from the Stanley School for an oral history video. He is working with J. Oliver on this. A suggestion was made to augment the interviews with photographs of students/teachers and the school. Suggested interview times: between 3-6. Probably no charge-back to the HC but Mr. Runstadler will check with JoE Douillette to see if one department will charge another for this work.</p> <p>J. Oliver touched base with Meeghan (Habitat for Humanity “HH”) last week. Meeghan has not heard back from the Affordable Housing Trust on what they will provide in grant funding. J. Oliver suggested they ask for the full amount, as we will need at least that much. Next meeting of the Affordable Housing Trust is next week.</p> <p>Demo delay expired July 31, 2022. J. Oliver spoke with Bruce Paradise 1 ½ weeks ago. The houses are not vacant yet. <b>Salvage in one house is pending and J. Oliver requested photographing prior to demolition or moving.</b></p> <p>Mr. Paradise is not ready to demo yet...J. Oliver will be kept in the loop.</p> <p>Meeghan O’Neil suggested that the normal fundraising process is to first secure the funding, and the lot. The lot’s sale is subject to HH getting funding from the Affordable Housing Trust.</p> <p>N. Schultz was recently at the House of 7 Gables, looking at Hawthorne’s birthplace. 1958 house was moved from Hebert St....another move of an historic home.</p> <p>J. Oliver composed and N. Schultz edited form B for the Pitman House to submit to the MA Historical Commission.</p>
<p><u>5. HISTORIC INTERPRETIVE SIGNAGE</u></p> <p>a. <u>Update on Lilac Garden Sign in memory of Lou Gallo – K. Barry, J. Oliver</u></p>	<p>K. Barry reported that Carol at Vacker has been busy entertaining her family, visiting from Europe, so things have slowed a bit. Ms. Barry has new photos of the lilac garden and memorial marker of Deborah Moody. A draft is being reviewed by Carol at Vacker. J. Oliver suggested obtaining the invoice for the White</p>

b. Update on White Court Sign – J. Leamon

Court sign and lilac garden sign. No known image of Lady Moody exists...K. Barry is doing more research. Send her any information you might have on the lilac garden...she has a placeholder page for the QR code. The sign will be very simple since there is not a lot of information. It might be one size smaller than the other interpretive signs (unless we enlarge the font and photos). N. Schultz requests that everyone view a draft of the Lilac Garden sign.

R. Smith joined the meeting at 7:15 pm.

On 8/3/22, J. Leamon provided drafts of the White Court/Blythswood interpretive sign, the text and photos linked to the QR code, the entrance sign for Puritan Road, and sample aluminum way-finders for the sidewalk leading to the Blythswood easement. Comments are requested from HC members by 8/18/22. The entrance sign lists both the Conservation Commission and the Historical Commission, since this project has been a joint effort of both bodies. Ms. Barry indicated that both Commissions can link to the landing page so that readers are directed to the site regardless of where they start. White Court/Blythswood will have its own line item in the Table of Contents as opposed to having it buried with other interpretive sign material.

**J. Leamon will provide all of the draft materials to Conservation Commission Chair Toni Bandrowitz for comments/additions, etc. He will also add 3-4 sentences to the QR code piece on both the Historical Commission and the Conservation Commission. K. Barry will determine whether there is a maximum length of the “page” linked to the QR code.**

J. Oliver suggests we also look in the Vacker Catalogue for trail signs/way finders and pick one out. We will use the same wayfinders for Cliff Street.

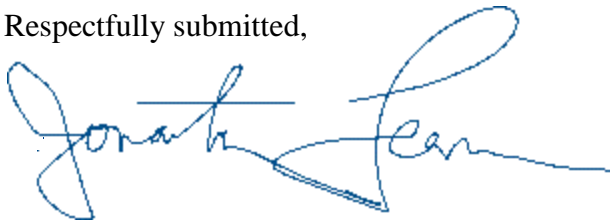
J. Oliver indicates that the Historical Society also wants to help fund the lilac sign, since it is in memory of Lou Gallo. She will reach out to

	<p>them, and they will be listed on the sign as a sponsor along with the Historical Commission.</p> <p>The White Court/Blythswood sign will include the Town Seal only, with sponsorship by the Conservation and Historical Commissions. There are no grants associated with this sign.</p>
<p><u>6. EXHIBIT UPDATE – TOWN HALL</u></p> <p>a. <u>170th – J. Leamon, N. Schultz</u></p> <p>b. <u>Proposed schedule for next exhibits</u></p> <p>c. <u>Maintenance/staffing</u></p>	<p>Current exhibit will be moved to various areas in the Town Hall hallways, following J. Leamon’s discussion with Pete Kane in Administration. Early Voting in late August will require use of the Selectmen’s Room, and the room will revert to an in-person meeting room. We still have plenty of exhibit space. The TV/Computer and the display case in “built-in” nook will remain as they are out of the way.</p> <p>The Hotel exhibit will open in September, 2022 including all Swampscott hotels and guest houses as well as personalities associated with the properties. We will include the Boynton St. property listed in the “Green Book” along with the history of that property.</p> <p>Following the hotel exhibit, a Fishing exhibit proposed by K. Barry will be set up in January, 2023. J. Leamon has reached out to several sources for a model boat expert who can repair our scale model of the fishing ship “Minnehaha.” The most recent documented repair of sails and rigging took place in 1965 by a Marblehead expert.</p> <p>We would like to partner with the Library on a fall event to show the Thomson video and have a discussion following the video. <b>J. Leamon will reach out to the new Librarian to discuss and set date.</b></p> <p>K. Barry reminded all HC members to document volunteer hours for our in-kind contribution toward grants.</p> <p>J. Leamon requested assistance from HC members to “turn on” exhibit each morning. Display cases require occasional cleaning and repositioning. We will reevaluate once the exhibits are moved to the hallway. We will also purchase timers for lighted cases so that plugs do</p>

	<p>not have to be removed each night. We will consider leaving instructions to operate video via mouse and keyboard if a “button” solution cannot be found. Grant money is available for our exhibits; J. Leamon will work with K. Barry on items eligible for grant.</p>
<p><u>7. HISTORICAL COMMISSION STAFFING AND OFFICERS AND MEETING FORMAT (ZOOM OR IN PERSON)</u></p>	<p>Appointment dates have all been updated online, however, reappointment letters have not been received by members.</p> <p>Agenda item deferred to September meeting.</p>
<p><u>NEW BUSINESS</u></p>	
<p><u>8. TRAILS &amp; SAILS: ESSEX NATIONAL HERITAGE AREA (SEPT. 16-25, 2022)</u></p>	<p>K. Barry indicates the Historical Society is opening Humphrey House. She received some correspondence from them since she attended the last two meetings. We can advertise online; the print deadline has already expired.</p> <p>We usually pick one weekend. Saturday, September 24 works best for HC members. R. Smith will offer walking tours of the Olmsted District. HC members will offer Town Hall tours, including the exhibit. <b>J. Oliver will draft a proposed schedule for approval. K. Barry will draft communications for the event(s).</b></p> <p>We are targeting the afternoon for events.</p>
<p><u>9. FACEBOOK PAGE ADMINISTRATION</u></p>	<p>N. Schultz suggests deferral until next meeting.</p>
<p><u>10. COLLECTIONS POLICY/ARCHIVES</u></p>	<p>N. Schultz discussed the report of Susan Edwards last summer, who stressed the importance of developing a collection policy. We also have reports of other archivists: Dania and Jane Ward. N. Schultz has circulated Salem State’s Archive Policy for comment. She was just given more material for the Commission. We need a written policy with provisions on what to keep and what not to keep. It will also be a useful guide for would-be donors, so that we don’t accumulate items that are not targeted for archival purposes.</p> <p>We also need an inventory policy with formal thank-you notes. K. Barry offered to help with</p>

	<p>formal acknowledgements. J. Leamon and Jane Ward have comprised lists of the 2021 donations from Tarn Stephanos. J. Leamon has acknowledged all donations via email (two other known donors).</p> <p><b>B. Graham will work with N. Schultz on a formal acquisition policy for the HC.</b></p>
<p><u>11. RESTARTING PLAQUE PROGRAM</u></p>	<p>Last 7 plaques are being completed. Impacted by high humidity...within a week all will be done. She invoiced for all but the last 7. Money from Bob Leonard...left with Trang...J. Oliver will follow up with Trang. Amount owed...</p> <p>Next important step for us is price setting for a formal program. Lisa Mausolf...\$350-preservation consultant for the reports. 140 for ½ inch 160 for ¾ inch board. MDO board. Michelle is charging \$80 right now. We should discuss relaunching in the fall and see that everything is completed. Then a relaunch. When Michelle is approached for the future program see what she can do for turnaround time...what is the likely volume? No criteria for plaque program. K. Barry: Do we want to have some criteria for qualifying for a sign? Determine whether we want to assign a criteria for signs.</p>
	<p>Motion to adjourn by J. Leamon; seconded by B. Graham. Meeting adjourned at 8:15 pm.</p>
<p><u>Next meeting: Thursday, September 1, 2022 at 6:30 p.m.</u></p>	<p>HC agreed by consensus to continue to meet on Zoom until current rules expire.</p>

Respectfully submitted,



Jonathan Leamon, Secretary  
Swampscott Historical Commission