

Minutes of Kinnelon Historical Commission Meeting

Date: August 9, 2016

Members Present: Caryl K., Laura O., Kevin H., Dave W., Tom K., Paul T., Jill I. @8pm

Absent: Mary D., Bob R

Friends: Cori, Nora

Council Liaison: Absent

Reading of Open Public Meeting Act: 7:30pm

Hearing from Public: None

Approval of Minutes: Motion to approve July 2016 minutes made by Caryl K. and seconded by Dave W. All in favor. None opposed.

Friends Report: Caryl K. provided Balance of Friends account \$21,407.68 for Anne. Borough of Kinnelon Historic Preservation Trust Fund \$9,654.17.

Discussion from Chairman: Tom K.

Item # 1 - Workshop regarding Long Range Plan held and was well attended. Tom K. does not have them typed up to distribute with changes. Will have them ready for September meeting for review and adoption.

Item#2 – Museum Maintenance Issue related to nonfunctioning attic fan which had not be functioning for 2 years. Tom K. and a resident Bob Hayden replaced broken belt and fixed the fan. DPW was unaware of attic fan. Now being used and functioning properly.

Disconnect in communication with DPW and requests from Historical Commission. Tom K. suggests from this point on if there is an issue at the museum or grounds of the museum that it be communicated to him and/or Carol Sventy and they will email the DPW (John Whitehead) therefore there will be a record that exists of requests and responses to alleviate future miscommunications. No Historical Commission members should make verbal requests directly with DPW staff or John Whitehead. Therefore, all requests will be documented.

Thermostatically controlled fan when roof is replaced. Will remind Margaret Hickey. Vented soffits and ridge vents as well.

Tom K. has obtained a garage door opener control for \$39+ dollars. He will work on this.

Item#3 – Deaccessioning. Need to schedule workshop. Six page handout on Accessioning and Deaccessioning handed out to all for review prior to workshop, as well as website for Collections Management Policies that should be looked at. The policy must be in place prior to getting rid of anything within the museum. A collections manager or positions such as registrar etc. can be a subcommittee of the Historical Commission tasked with Collections Management and overall management of museum. Workshop scheduled for August 30, 2016 @7pm At L'Ecole.

Liaison Report/Topics: 2016/2017 Revitalization Plan emailed to Dave W.

Last month's Council meeting proceeded to make funds available in the amount of \$5,000.00 to provide a sprinkler system for the museum's lawn. Mayor Collins feels the entire grounds of the museum need to be revitalized so in addition the council will be looking for additional funds to cover other expenses, the \$5,000 is available and ready to go. Many other projects need to be completed before the area is prepped for installation of a system, these would require additional monies. The flag pole needs to be reinforced the bottom is rotting where it meets the cement. After much discussion back and forth it was determined the revitalization plan needs further review with Commissioners, Councilpersons and DPW. Tom K. will contact Councilwoman Sventy to set up a meeting.

Grant Reports:

Morris County Historical Preservation Trust – Stage II “Siding Grant” request was for \$160,000.00. The MCHPT recommended \$115,000.00. So we have approximately a \$137,000.00 project. Prequalifying bid packages for Phase I “Roofing Grant” are due on August 16th. Margaret Hickey will review all received bid packages for determining the contractor's historic preservation qualifications, etc. Those eligible will be invited to bid in September. Tom K. will discuss and remind Margaret Hickey regarding concerns about gutter guards and attic ventilation issues.

Morris County Heritage Commission: None

National Register Nomination: None

Reports on Old Business:

Pathways Report – Kevin H. Pathways is October, Sat. 8th and Sun. 9th. Kevin picked up Quad-Folds. Quantity is 50. Received the information for the publicity. Information forwarded to Bob R. and to Jill I. at their Borough emails so they could make posters and advertise.

Scout Projects Report: None

Staff Reports: Caryl K – Michael is scanning schools. As per Tom K. Michael needs to cut and paste already scanned items from donors into folders that apply. Michael needs to scan photo albums.

Building and Grounds Report: Dave W. - Tom K. requested Dave W. to try to find out what DPW will be doing on the museum grounds and what they intend to outsource. Tom K. will send pdf. of survey to Paul T. to plot and do graphic of landscape design.

Publicity Report: Jill I. offered to go to K Fest on October 1st to promote the Museum and the upcoming Pathways tour. Tom K. will get information on placing articles for free in the “On the Rise” and the “Fayson Fax” neighborhood publications.

Special Programs Report: None

Research and Collections Report: Paul T. suggested we get copies and archive Fayson Fax and On the Rise and the Smoke Rise Newsletters. Tom K. gave gift of Morris County Iron Mines Book 1992.

New Business: Laura needs to be sworn in as a Commission member.

Caryl K. - Flyer for the museum needs updating and changes. Need new Historical Commission stationary as well. Tom K. will rewrite section on "L'Ecole today" as well as pricing for both. Suggest asking Friends of Museum for the funds and get it printed and completed before Pathways tour. Finalize at September meeting.

Caryl K. – Idea "*Need Change to Preserve the Past*" in a preserve jar for Historical Trust Fund to reach \$10,000.00. Goal for funds to publish 100th year Anniversary Book for history of Kinnelon.

Adjournment: Motion made to adjourn by Caryl K., and seconded by Jill I. All in favor.

Meeting adjourned at 9:10pm.

Next meeting Tuesday, September 13, 2016 at 7:30pm @ L'Ecole.