

MINUTES
of the
Sandwich Historical Commission
Meeting Date: March 07, 2012

Present: Chairman Terry Blake, Members Carolyn Crowell, Jon Shaw, Jennifer Madden, Don Bayley, Ellen Carlson, Alternate Kate Bavelock, Visitors Bill Burbank, Paul Gately .

Call to order 6:05 pm. Approval of minutes of last meeting. Motion to accept Jon Shaw, seconded by Don Bayley. Unanimously approved.

Terry presented Kaethe MacGuire's request to change the SHC website references from 'cemetary' to the historically correct term 'burying ground'. All supported the change.

Terry reported that she had updated 3 Water Street (Parsons Way) in MACRIS.

Kate updated the commission on the Cultural District Partnership initiative, the work on the Sandwich Heritage Trail and the town's 375th birthday planning for 2014. Don offered to help with the web component of the Sandwich Heritage Trail. He also proposed developing a printed brochure as a walking tour of the historic homes with markers. There was discussion of having an Open House (no fee day) for residents at the town owned historic sites for the 375th and expand to include the Nye House, Wing Fort House and Saddle and Pinion Cemetery.

The Historic Market application for 166 Main Street, the Charles S. Burgess house built in 1877, was moved to approve by Jennifer Madden, Jon Shaw seconded and it was unanimously approved.

Jennifer gave the Cemetery Preservation update. Three requests for proposals went out to Ivan Meyer, Irving Slavid and the Fannin-Lehrer company with a bid due date of 3/15/12. Ivan Meyer responded he was booked through the 2012 year. Slavid sent some questions which Jennifer will answer. Jennifer will check with Doug if the money will still be there if the work is not able to be done until 2013. No action was taken as all bids are not in.

Ellen led the Open House and Public Forum for the Clark Haddad Building on March 24th. She will update the flyer per the commission's edits. There was general discussion of where the info would be posted or electronically sent in addition to the mailing to Jarvesville residents. Jon will get the key for Town Hall and Ellen will get the key for Clark Haddad. Public Forum: Terry will give opening remarks, Jon will give a historical overview with Powerpoint pictures, Ellen will present the current condition and considerations and moderate the public comment. Costs include \$70 for postcards, \$80 for mailing (town will cover), flipchart pads, meeting handouts (Atlas computer will do at no cost), nametags. Ellen is gathering and refining the document to present. Assignments for the day:

Terry – team leader, Town Hall venue
Ellen – team leader, Clark Haddad venue
Carolyn – greeter at Clark Haddad
Jennifer – greeter at Town Hall

TOWN CLERK
TOWN OF SANDWICH

APR 06 2012

1 H 53M P *MLK*
RECEIVED & RECORDED

Jon and Don – docents to tour Clark Haddad

Meet at 10am at Clark Haddad to set-up (some tidying up may be needed before set-up).
Carolyn, Jennifer and Don will bring folding tables.
Ellen will ask First Church about using their parking lot.

Old Business: Jon Shaw is continuing to move the Historic District signage along.

New Business: Terry brought up the continuing conversation about the future of the Wing School and the commission's role in the decision-making process. Will put on next month's agenda.

Move to adjourn, Jon Shaw. Don Bayley second. All agreed.

7:45 pm. Adjourned.

Minutes respectfully submitted,

Kate Bavelock

Meeting Profile -- Discussion Draft

Title: Sand Hill School Public Forum

Date: March/ April 2012 – a Saturday AM? An evening? Need a 2 hour block.

Location: Town Hall? Public Library? Glass Museum?

Meeting Purpose:

1. Present information on the status and condition of the Sand Hill School (including what has been proposed for its disposition).
2. Seek public input regarding the desired future disposition and use of the property through a facilitated discussion.
3. Share input generated by the public forum with the Board of Selectman to support their decision making process.

Summary Description of Outreach: The public forum could be publicized in a number of ways. A postcard mailing could go out to Jarvesville residents using the mailing list developed during the Historic District nomination process. We could also request that other institutions (SPL, Sandwich Historical Society, Sandwich Chamber, Thornton Burgess) share information about the public forum on their respective e-newsletters. Certainly, we would also seek publicity via local media outlets (e.g. SCTV, Broadside, Enterprise). Ideally, we'd encourage people to "RSVP" so that we have some kind of projection for the number of attendees.

Would we like to invite SCTV to tape and broadcast the forum?

Proposed Agenda (Facilitator's Edition): Note: Just to mark time, I'm assuming a 7 PM start time. This does not have to be an evening meeting.

6:00 PM Set Up

Organizers arrive to be sure that the room layout is correct, sets up PPT projector, lays out refreshments, sets up sign in/ information table.

6:30 PM Early arrivals

We will need a greeter to be there by this time to say hello and encourage people to sign in. Any refreshments (if we have them – e.g. water, lemonade, maybe cookies) should be out and available.

7:00 PM Opening Remarks (just about 5 minutes)

Welcome & Overview of the meeting purpose. (This may be a great role for Terry as Chair of the hosting Commission.)

Perhaps a quick introduction of presenters/ facilitators and acknowledgement of important attendees (members of the Historical Committee, Board of Selectman, Bud or Doug, etc.)

7:05 PM Sand Hill School – Historical Overview (10 to 15 minutes)

An overview of the building's history and development, architectural character, and its historical significance.

Jonathan ?? (Ellen can help with PPT).

7:20 PM Sand Hill School – Current Condition and Considerations (10 to 15 minutes)

An overview of the structural integrity of the building, projected requirements and costs to make it viable for adaptive reuse. Also relate other factors that might influence its future use (e.g. current zoning, etc.) We may also want to develop a PPT for this segment of the program as well.

Who could best offer this information? Who should we be sure is present to answer related questions?

7:35 PM Public Discussion

Invite public to share their thoughts and ideas with the Commission

Proposed Discussion Questions:

- What does this building mean to you? To Jarvesville? To Sandwich?
- How important is it to preserve this building? In its present location (in situ)?
- What future use or uses would be appropriate for this building and location? Should it remain in public use or could it be made available for an appropriate private use?

Ellen could facilitate and record on a flip chart as necessary. It would also be helpful to have someone taking notes from their seat.

8:45 PM Wrap Up/ Next Steps

Thank the meeting participants. Note that we will document the input received at this meeting and share it with the Board of Selectmen, Sandwich Chamber, and any other relevant stakeholders. The Commission will also use it in formulating a final position on the disposition of the property.

9:00 PM Adjourn

Facilitation:

Facilitators will include: Terry Blake (Opening & Closing remarks); Ellen Carlson (facilitate & record public discussion), Other recorders?

Support – Greeters – Need volunteer to greet arriving public.

Equipment/ Materials:

Refreshments – Lemonade? Cookies? – (cups, napkins)

At each venue we would need the following:

- Tables – 1. need one up front for facilitator stuff
2. need one for refreshments
3. need one for sign-in sheets and information.

Signage – just posting information on “Public Meeting Here” “Restrooms” – if not obvious.

Seating – we should have the room set up theater style with approximately 60 to 80 chairs.

Power Point Project/ Lap top (Ellen can provide if necessary)

Screen

Sign In sheets – Ellen will provide.

Markers – Ellen could bring some.

Flip chart (stand and paper pads) – would we need to buy these or could we get some gratis from the town?

Informational Handout(s) – We’d need to pull this together. It seems like a lot is already assembled in different places – may just need to pull it together.

Budget

Lemonade/ cookies –

3 gallons Lemonade @ \$4/ gallon -- \$ 12.00

10 dozen cookies @ \$ 3/ dozen --- \$ 30.00

3 pkgs Drinking cups @ \$ 3/ ea -- \$ 9.00

1 pkg Napkins @ \$ 3/ ea -- \$ 3.00

Estimate for Refreshments \$ 54.00

2 page Handout (B&W photo copies) –

70 copies (collated & stapled) --- \$ 20.00

Other costs to consider?

Follow Up:

- Meeting notes will be typed up and summarized (Ellen)
- Summary of public input will be prepared and shared with Board of Selectman.