

Town of Maynard
MAYNARD HISTORICAL COMMISSION MEETING
Thursday, January 23, 2014 - Maynard Public Library

Meeting called to order by Jack MacKeen at 7:04pm

Members Present: Jack MacKeen, Ellen Duggan, Dave Griffin

Guest: Gregor Trinkaus-Randall (Preservation Specialist at the Massachusetts Board of Library Commissioners)

Town Archive

Discussion with Gregor Trinkaus-Randall regarding the creation of a Town Archive.

- Most Town Clerks are not archivists, have no formal training in that regard. The State is creating a curriculum, starting in the fall, that will help mitigate this situation.
- Federal government has been conducting webinars on the preservation of critical records.
- There are defined schedules for permanent records, time-limited records, and when disposal can be approved.
- A town archive is defined as a single location where the records of multiple departments are managed, following archival procedures / organization techniques, disaster recovery plans, etc.
- There are companies out there that offer digitization services, but they tend to not be in compliance with the aforementioned schedules, they don't always provide results in an accessible manner, and digital formats are not inherently archival. Digitization tends to provide access versus preservation.
- Burlington, MA is a town that does have an archivist on staff (Dan McCormack)
- The perception of what records really need to be permanent is generally very overstated by those managing the records.
- Physical requirements: 1) Vault where the materials are stored, 2) Outside area that functions as a reading room. There are temperature, humidity and lighting guidelines for the long-term storage.
- How to start: Society of American Archivists, AASLH, NEMA (BJ Larson), Lois Hammel
- CoSTEP (Coordinated Statewide Emergency Preparedness) - bridging the first responders to the cultural community. A Cultural Resources Inventory Form provides a way of establishing that connection if a disaster occurs. (mblc.state.ma.us/costepma)

The Commission was extremely thankful to Mr. Trinkus-Randall for his time and expertise in this discussion.

Approve Minutes of Nov 19, by Ellen, 2nd Dave. Unanimous approval.

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OLD BUSINESS

Glenwood Cemetery Fence

Reviewing the MassCor quote on replacing the curved section of the fence around the receiving tomb, approx \$13K. DPW is in favor of this project.

MOTION: *To approve MassCor Quote 1410, Fabricate and Install Additional Curved Fencing Sections for Receiving Tomb*, by Dave, 2nd Ellen. Unanimous approval.

Discussion regarding the MassCor quote for fencing between the cemetery proper and the Maynard Tomb (approx \$21K).

MOTION: *To approve MassCor Quote 1409 to Fabricate and Install Fencing around Maynard Tomb*, by Ellen, 2nd Dave. Unanimous approval.

Coolidge School

MOTION: *To designate the Coolidge School as a historic building in Maynard and send a letter to the Board of Selectmen, Town Administrator, and School Committee that strongly recommends that every effort be made to preserve the building*, by Ellen, 2nd by Dave. Unanimously approved.

Historical Markers

Reviewed the draft Historical Marker Policy / Cover Letter (attached)

MOTION: *Accept the Historical Marker Policy as drafted*, by Ellen, 2nd by Dave. Unanimously approved.

Town Scale

Lighting for the scale is in the process of being installed. Signage drafts are being circulated.

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NEW BUSINESS

Annual Report

MOTION: *Accept the Annual Report as drafted*, by Ellen, 2nd by Dave. Unanimously approved.

FY 2015 Budget

Current plan is to reapply at our 2014 funding level.

Commission Membership

MOTION: *Approve a 3 month leave of absence to Commission Member Peg Brown*, by Ellen, 2nd by Dave. Unanimously approved.

Next Meeting: Feb 20th
Motion to adjourn. Adjourned at 8:48pm