**Brimfield Historic Commission Meeting Minutes:**

**November 4, 2021**

Meeting called to order at 6:10 pm

Attendees:

Mark Connors

John Curtis

Roseann Bergdoll

Susan Overbey

Robert Corry

Mike DeFalco

1. **Town Common Improvement Project:**

The meeting began with a synopsis of the site visit to the Brimfield Town Common, which took place on Wednesday November 3rd. This site visit included representatives from the BHC, Brimfield Select Board, Brimfield Public Works, and Brimfield COA as well as abutters to the Brimfield town common. The following is a synopsis presented by Mark Conners: A major decision is that the site of the gazebo was moved six feet south and six feet west of where the stake was previously situated. Also, it was agreed that the walkway through the common will loop to accommodate a large maple tree. There was also agreement as to the parameters of BHC’s responsibilities for the project which, in addition to the gazebo itself, include raising the foundation of the gazebo to include sonotubes allowing for better ventilation of the structure. The town agreed to dig the trench for the electrical wires and to put in the wires for the electrical hook up of the gazebo. The town also agreed to provide paving up to the ADA compliant ramp to the gazebo. TBD is the size of a proposed patio situated at the front of the gazebo. Additionally, the engineering firm hired by the town to oversee the project has agreed to oversee the BHC portion of the build as well. Mark Connors will speak to the firm’s representative regarding the scope of his responsibility to the BHC and then upon agreement will get back to Mark regarding the cost of these services.

1. **Gazebo Project:**

 Regarding the bids on the gazebo, only one company has submitted a bid for the work and that bid, according to Mark, is in the neighborhood of $60,000. The bid process closes on Saturday so no award can be made until the process officially closes. If another bid comes in before the deadline there will likely be an informal, email discussion regarding the awarding of the bid. Mike DeFalco asked whether the state promised funds are, in fact, in our account and Mark noted that half of the promised amount, $50,000 has been deposited. The remainder can be expected once actual construction begins. It was noted that the deadline for installation of the gazebo is April 6, 2022. Mike also raised the question about inspection of the gazebo. Mark answered that the town building inspection will ensure that the finished gazebo will comply with all applicable codes. Bob Corry noted that one of the selectmen is a state building inspector and has been working along with Bob and Mark in the planning of the project to assure that the gazebo, once erected, will stand the test of time and the elements.

1. **Book Project:**

Mike DeFalco gave an update regarding the sale of our book. As of today, 161 books have sold and 6 have been donated. He presented the BHC treasurer with a total of $578 in cash and checks. This made a grand total of $2,446 for the books sold thus far. Mike reported that we have approximately 20 books left to sell. Mike will call the publisher to get an estimate of what additional printings will cost. He noted that the next printing will have two corrections. He has contacted the person from the Springfield Republican, who is in charge of local news stories in hopes that she will write a story about the book, but he has yet to hear back from her. Mike also presented the Certificate of Registration for the book from the Library of Congress. Mike approached the local Walgreen’s about selling our book as it does stock a few books of local interest. The manager said he will look into it and get back to him.

1. **New/Old Business:**

1. **BHC Members:**

Mark Connors reported that he, John Curtis and Mike Defalco need to apply to the Brimfield Select Board for reappointment to the BHC as their terms end this year.

Mark also noted that his is leaving for Florida next Friday and that he will be gone until Spring. He asked if anyone would be willing to take on the duties of Treasurer. Susan Overbey volunteered to be the interim fill in.

1. **Reimbursement:**

It was discussed that Bob Corry should be reimbursed for a number of out of pocket expenses he has incurred on behalf of the BHC to date. Bob presented receipts for such expenses. These items included the following:

1. $500 to Klotter Farms for the mandatory site inspection, which determined if the Brimfield Common was a suitable location for a gazebo
2. $107.71 for overnight delivery and thumb drives of the gazebo bid packets, which went out to three companies
3. $97.58 for the Brimfield Historic Commission banner to be used for events
4. $537 for the billboard that was created for the gazebo project

Sue Overbey made a motion to reimburse Bob for his out of pocket expenses on behalf of the BHC and Mark seconded her motion. The board then unanimously voted to approve all accrued expenses.

1. **Billboard:**

Bob Corry reported that the town has notified us that the billboard meets all specifications necessary for placement on the town common.

 The meeting was adjourned at 7:08 pm