**Brimfield Historical Commission**

**Meeting Notes: 1/7/21**

**Hitchcock Academy**

Members Present: Susan Overbey, John Curtis, Sue DeBruin

Members Present remotely: Mark Conners, Bob Corry, Mike Defalco, Adrienne Bachand

Remote guests: Brimfield Community Partnership: Ryan, Eileen, Robin

Meeting called to order at 6:07pm

**Gazebo Project**:

1. Discussed estimated project costs for the gazebo, electrical, and landscaping. Due to increased costs for lumber and vinyl, Kloter Farms has advised that the cost of the gazebo will go up.
2. Questions raised on electrical. Work will be performed by Tantasqua Electrical Department. No labor costs, just materials. Cable will be run from electrical service on the common to the gazebo. Four additional outlets will be on gazebo for public use.
3. Discussed the funds we have pledged and recognized a shortfall.
4. Suggested fundraising goal of $10,000 to cover the shortfall, cover the elevated cost of materials for 2021, and allow us to make any changes to how the gazebo sits on the common (crushed stone vs. sonotubes)
5. Discussed the possibility of needing additional bids meeting design specifications, construction of wood and vinyl, and using an identical time frame as what we have now. Kloter Farms will release the complete plans for $1500. It has not been determined that this is necessary, and the number and type of bids have not been made clear. Mark will call the Selectmen’s office for further clarification about bids.
6. The following actions were suggested and discussed at length:
7. Large postcard mailing using Shamrock Printing. Discussed a staggered mailing (Bob, Mark, and Sue)
8. Write an article for the newspaper with information about the project and a picture, including how people can donate. Checks should be made out to the Town of Brimfield with “gazebo” in the memo and sent to the attention of the Town Accountant who will handle the bookkeeping, donor list, and will give updates. (Susan and Bob)
9. Social Media- Facebook page will be created as a tool to provide information and will include a PayPal account for donations. Discussed creating the page as a business and then requesting access to the Brimfield Community Page on Facebook (Adrienne with Community Partnership support).
10. Request for donation and information on fundraising progress on the Brimfield Community Page
11. Email group (Bob?)
12. Flyers/large postcard in post office, bank, Hitchcock, market, library (Sue)
13. Public access channel. Need to contact Bob Datz. (Bob, Mark?)
14. Thermometer on the town common to show progress of meeting fundraising goal. Need to find someone to build it and Katie from Hitchcock offered to paint it. Permission from the Selectmen would have to be granted. Request to seek approval on their agenda. (Sue)
15. Call those who have pledged and instruct on how and where to send donations (Mark and Bob)
16. Go to local businesses and ask for support (Mark and Bob)

**Book Project:** Mike has been writing information on a long list of people and places in town and requested support with proofreading between now and March. He reported that by the March meeting we can discuss and consider which photos to go with each topic. Mike suggested, with unanimous praise from the members, a change in the structure of the book. Instead of re-publishing the 250th anniversary book, renaming to “# things you didn’t know about Brimfield”.

**\***Meeting adjourned at: 8:07pm with a motion from Susan and second from Bob