**BROOKS ACADEMY MUSEUM COMMISSION**

**MINUTES**

**NOVEMBER 29, 2017**

MEMBERS PRESENT: David Spitz, Chair

 Sandra Hall, Vice Chair

 Peggy Rose, Clerk

 Barry Knowles

 Deb Miller

OTHERS: Janet Cassidy, Director, Harwich Historical Society

 Sally Smith, Liasion, Garden Club of Harwich

**I. Call to Order**

 The Chair called the meeting to order at 9:30 AM.

**II. Approval of Minutes**

 The approval of the minutes of the meeting of October 18, 2017 was postponed until the next Commission meeting.

**III. Replacement of Shed**

 Director Janet Cassidy advised that the museum would like to replace the plastic shed in the parking lot which is broken and too small with a larger one. It would also be located in the parking lot. It would mainly be used for storing chairs but could be used for other types of storage needs. Ideally, the shed would be donated. Ms. Hall suggested checking Facebook and also mentioned checking about permits.

**IV. Discussion – CPC Articles**

 The Chair advised that the 2014 CPC article provided $30,000. to hire an engineer and architect with preservation experience. Director Janet Cassidy suggested exploring storage in the basement and replacing or repairing the floor in the entry way. Exterior work would be downspouts and gutters.

**V. Report – Harwich Historical Society**

 Janet reported that the museum will be open on Saturday, December 2, 9 and 16. The train exhibit will be coming down after the first of the year. The Society’s annual appeal letter will be mailed out around Thanksgiving.

Page 1 of 2

**VI. New Business**

 Barry Knowles presented drawings and estimates that he had put together regarding turning the Harwich High School granite marker into a bench. It would be installed on the grounds of the museum.

 Janet advised that handicapped ramp will be needed at the entrance on the right side of the Crowell barn.

 Sally Smith advised that the museum gardens have all be cleaned out for the season. The gardeners met with Brian Albee from the Highway Department regarding trimming back further the hedges. More plaques will be installed similar to the ones that are already on the grounds identifying the plants.

 Peggy Rose advised that in 2019, Brooks Academy will be 175 years old and it will also be the 325th anniversary of the incorporation of the town. The museum will be in need of volunteers to plan events commemorating the events.

**VII.** **Adjourn**

 There being no further business, the Chair adjourned the meeting at 10:30 AM.

 Respectfully submitted,

 Peggy Rose, Clerk

Page 2 of 2