**BROOKS ACADEMY MUSUEUM COMMISSION**

**MINUTES**

**SEPTEMBER 21, 2017**

MEMBERS PRESENT: Peggy Rose, Acting Chair and Clerk

 Sandra Hall

 Barry Knowles

 Debora Miller

 David Spitz

OTHERS: Janet Cassidy, Executive Director, Harwich Historical Society

 Andrea Aldrovandi, President, Harwich Historical Society

 Sally Smith, Liaison, Garden Club of Harwich

**I. Call to Order**

 The meeting was called to order at 9:35 AM.

**II. Welcome to New Members**

 New members Debora Miller and David Spitz were welcomed. The commission was reminded of the need for members to be up to date regarding conflict of interest training as required by the state.

**III. Report – Replacement of Handicapped Ramp and Locating Harwich High School Granite Marker**

 Barry Knowles reported that he had met with Kevin Casey regarding the handicapped ramp. It was estimated that it would cost $4,000. in materials and $8 – 10,000. in materials for the ramp. The high school monument is 39 inches by 61 inches and would e converted into a bench. After discussion the following motions were made:

 Ms. Hall moved to support the bench project and look for means of funding it; Ms. Miller seconded; motion carried unanimously.

 Ms. Hall moved to postpone the handicapped ramp project for a year; Ms. Miller seconded; motion carried unanimously.

**IV. Report - Crowell Barn**

 David Spitz reported that he met with the electrician, Gary Bissonnette of Baywood Electric. Mr. Bissonnette was hired by the town because of previous work he did at

 Brooks Academy Museum. He had not worked with the barn builder, David Ottinger and

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 a number of construction delays resulted. Mr. Spitz advised that the electrician had recently completed installation of all electric items and was responding to a punch list of items to be fixed. He expected that work would be completed shortly.

**V. Report – Garden Club of Harwich**

 Sally Smith reported that there will be tree trimming done by DPW hopefully this winter. Installation of waterproof signs and historical markers for the plants from the era of Sidney Brooks will be installed with the Commission’s approval. It was discussed regarding barrels at the Crowell Barn for next season.

**VI. Building Issues**

 Executive Director Janet Cassidy advised the Commission of the mice issues in the building. She would like to have the basement windows repaired. Some of the Downspouts and gutters need to be addressed as well as some loose bricks in front of the portico.

**VII. Reorganization of the Commission**

 Ms. Hall moved to appoint David Spitz and chair of the Commission; Mr. Knowles seconded; motion carried unanimously.

 Ms. Hall moved to appoint Peggy Rose as clerk, Ms. Miller seconded; motion carried unanimously.

 Mr. Knowles moved to appoint Ms. Hall as vice chair of the Commission; Ms. Rose seconded; motion carried unanimously.

**VIII. Old/New Business**

 Ms. Cassidy advised that the millstone will soon be moved to the grounds of the museum.

**IX. Adjourn**

 There being no further business, the meeting was adjourned at 10:35 AM.

 Respectfully submitted

 Peggy Rose, Clerk

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