

**JERICO HISTORICAL SOCIETY**  
**BOARD MEETING MINUTES | APRIL 13, 2023**

Board members present: Ann Squires, Sue Richardson, Stacie Griffiths, Nancy Spier, Shelly Dionne, Keiko Williams, Betty Koshinsky. Board Member attending virtually: Cheryl Thomas. The meeting was called to order at 6:02 PM. Guests were welcomed via Zoom link.

**Agenda:** See links to reports - Old Business; Board Reports; New Business; Community members to be heard.

**Old Business:**

Property Report - Sue Richardson - Benoure Plumbing/Heating consultation. Benoure consultant visited the Mill House to provide an estimate on heating system upgrades. Estimated cost will be discussed. Solar installation is not an option because all systems would have to be converted to electric first.

Advertising Report – Shelly Dionne - A vote is needed on the advertising budget presented at the March meeting. Discussion: Shelly confirmed voted amount is lower than the total ad budget – there may be more advertising purchased in the holiday season. Motion to approve the budget by Sue, second by Keiko. Motion passed.

Update - Town of Jericho - Riverbank repairs, Mill repairs and grants

Gary Irish spoke about his efforts to obtain an update on the Town’s plans for riverbank repairs. Gary communicated with town officials and Vermont's congressional delegation. He did not receive responses. Gary responded to communications with Brian Dorwart on April 19. Engineering reports and recommendations to the town and JHS, and a synopsis by Gary have been filed in Teams > [Millsite Preservation > Riverbank > Files](#) for reference.

A “Save Our Treasures” grant was discussed. Gary stated that John Abbott is pursuing an Old Red Mill grant for buttressing the foundation wall. At a JHS Board meeting in 2022, John Abbott and Catherine McMains shared the engineering report (referenced above) with the Board. The plan involved removing river boulders to lower the channel water level, then evaluate the foundation wall.

Gary’s understanding is that the Town plans to have the boulders cleared from the channel this summer. It was thought this would expose the foundation to confirm what stabilization is needed. Gary believes that this action may not expose the foundation. He discussed the technical engineer’s report from 2022 and he does not know the situation regarding the engineer. Gary was willing to send one more email to the engineer. JHS needs clarification of the current relationship between the Town and the engineer.

Discussion points: We need a liaison for communication with the Town; Stacie and Sue have been the point persons for updates; Stacie emailed Selectboard members and hasn’t received a response.

Next Selectboard meeting is on Thursday 4/27. Keiko recommended we establish a schedule and deadline for follow up. Stacie plans to call John Abbott next week.

Street Light update: Cheryl Thomas – Power to exterior Village lamppost is still out. She checked in with the Town Highway Department and learned that parts that are on order. Stacie spoke with Griffiths Electric. Their assessment was that the streetlights are on a timer. The lamppost that is leaning over the riverbank connects power to the Mill lot lights, and an electrician cannot work on it safely.

There is a question if the Mill building provides power to the Red Mill exterior lights. The Board discussed whether plans are in place to stabilize the riverbank streetlamp from further erosion. JHS could seek a grant to restore the area in front of the Mill.

Secretary's Report – Betty Koshinsky - A correction was requested to the Treasurer's report statement for March. \$202,258 was reported as the total cash needed for projects. Minutes will be corrected to state: this figure represents total operating costs for 2023.

Finance Report - 1<sup>st</sup> [Quarter](#) Financial Report

Stacie Griffiths – Craft Shop sales for March (open 13 days) were \$3,900 – up by \$240 from March 2022. Sales YTD \$12,224 – ahead of 2022 sales by \$1,421. All sales have trended upward.

The Board agreed that no motion to approve financial reports is needed. Per Board member feedback, Stacie will mark finance documents as “final” if no amendments take place. Accounting & Finance reports will include invoices paid.

Get Together meeting notes: Keiko Williams

Committees for specific projects have been set & recommended next steps are to use meeting notes as a reference point when planning programs. Lecture planning: Nancy has not heard back from UVM speaker John Crock but will re-connect with Terry Hook on next steps. Nancy is working with Terry Hook to identify local speakers for a lecture series.

JHS Facebook page has been launched – Board members are encouraged to work with Keiko to develop and add FB page content.

Gary Irish provided updated content for History of JHS page (<https://www.jerichohistoricalsociety.org/history-of-the-jhs.html>) to be in keeping with permission from Jericho Town History Committee for use of material from “The History of Jericho V.3.” “Photos from the Archive” has changed to “History through Photos” (<https://www.jerichohistoricalsociety.org/photo-archive.html>) to better reflect the expanded content.

### **New Business:**

Proposal to hire Craft Shop Manager / Job Description for management of Gift Shop and Museum

Board discussed essential functions for the position:

Knows the history of the Red Mill; Has retail management experience and commitment to making the shop profitable & sustainable for the next 50 years.

Sue presented a brief statement supporting her related job experience and background for the job.

Discussion - Sue Richardson recused herself from the conversation as a candidate for the position.

The draft job description needs to be divided into two parts: Internal management of the Craft Shop, and an external publicity person. Draft versions by Board members will be merged.

Qualifications: members discussed Sue Richardson's relevant experience and agreed that the job description needs to be broad enough to attract a future candidate to manage the shop.

Board members agreed that details such as required hours per week need to be ironed out, but there is a consensus that the Board may vote now on the proposed candidate. As with any new employee of an organization, there will be a 90-day evaluation period and an annual review by the Board.

TBD are the time required for tasks such as inventory of shop merchandise, ordering new merchandise including VT Snowflakes, and finding qualified fresh vendors to keep shop stocked. Management of these tasks will be used as measures of accountability for the position. The Board recommended that grant writing and historical presentations are not part of the job requirements, though the shop manager may take part in both.

Motion by Stacie Griffiths: Move forward with a vote to hire Sue Richardson as the Craft Shop manager, then finalize job hours, and require a Conflict-of-Interest Determination and Action.

Amendment motion proposed by Nancy Spier, to require contract and job description amendment prior to the next Board Meeting. Keiko will work with the Board to complete the job description amendment, to be completed by May 4<sup>th</sup>. Motion seconded by Shelly Dionne.

Motion was voted on: 4 in favor, 2 abstaining. Motion passed.

Proposal to hire contractor(s) for Building Maintenance and Grounds Maintenance

Two proposals were presented by Stacie Griffiths for Building and Grounds Maintenance. The proposed Services are to be provided by All Phase Property Management LLC. \* Stacie recused herself from this discussion due to an ownership interest in the company.

Discussion: Shelly reported on a positive experience with APPM providing services to Snowflake Chocolates. Response time is very quick; two All Phase employees are based in Jericho. The pricing proposed for snow plowing is considered reasonable. Nancy commented on the detailed view of the job description for each service and stressed its importance.

Motion to approve each service was voted separately.

Grounds maintenance: Motion to approve grounds maintenance proposal by Shelly Dionne, second by Sue Richardson. Vote: 4 in favor, one abstained. Motion passed.

Building Maintenance Services: Motion to approve building maintenance proposal by Shelly Dionne, second by Keiko Williams. Vote: 5 in favor, 1 Abstain. Motion Passed.

For both contracts, a Conflict-of-Interest Determination and Action form will be filed.

Follow up discussion: the Mill's parking lot maintenance costs should be shared by WVPD in Nancy's view. Park and the Mill visitors share the space. Nancy pointed out that Mill volunteers regularly clean up the lot and WVPD should share the cost.

Other new business - Building Maintenance - Systems

FINALIZED EFF 6/08/2023

Fire prevention system would have a prohibitive cost. The estimate for installing a fire prevention system would be over \$100,00, and sprinkler systems would put the Museum archive materials at risk of water damage. Roofing: regular inspection of roofs/roof flashing should be scheduled, to prevent issues resulting from water damage.

Keiko recommended forming a Disaster Plan committee and will establish the committee in MS Teams.

Building Maintenance Planning: Sue is contacting staff of VT Historic Preservation division to assess projects, i.e., roof, windows, painting, etc.

Guests attending via Zoom were given an opportunity to ask questions or comment.

Gary Irish asked about access to key for Mill building to be given back to Warren for the architecture project. Key is available for pickup from Stacie at the Bank. No other questions were received.

Motion to adjourn by Sue Richardson, second by Shelly Dionne. Meeting adjourned at 7:41 PM with executive session to follow.

Respectfully submitted,

Betty Koshinsky

Secretary